



## Microsoft Word - Introduction

<b>Aim of Program</b>	This session has been designed to give a thorough introduction to the basic skills needed to use Microsoft Word effectively. You will learn the basic functionality of Word, right through to creating and formatting Word documents. The one-day session will be hands-on practice, allowing participants to explore the new subject area, followed by an exercise to reinforce learning.
<b>Program Structure</b>	<p>In this session, participants will learn to:</p> <ul style="list-style-type: none"> <li>▶ Start up Microsoft Word on the computer</li> <li>▶ Understand the use of the keyboard, such as knowing the ENTER key, DELETE key, BACKSPACE key, etc.</li> <li>▶ Move around the document</li> <li>▶ Create and type up a simple document in Microsoft Word</li> <li>▶ Spell check the document</li> <li>▶ Save your document</li> <li>▶ Do basic formatting to your document (e.g. making words bold, italics and underline)</li> <li>▶ Highlight words and paragraphs in your document</li> <li>▶ Use the cut, copy and paste feature</li> <li>▶ Use the Format Painter option</li> <li>▶ Align your paragraphs in your document to be left aligned, centred, right align or justified</li> <li>▶ Adjust the page margins on your document</li> <li>▶ Adjust the page orientation on your document (e.g. changing the page from portrait to landscape)</li> <li>▶ Insert a page break into the document</li> <li>▶ Preview your document prior to printing and print a document</li> <li>▶ Use the Undo and Redo feature</li> <li>▶ Apply Bullets and Numbering in your paragraphs</li> <li>▶ Change case of words/paragraphs (ie from uppercase to lowercase or sentence case)</li> <li>▶ Use Headers and Footers</li> <li>▶ Adjust line spacing between paragraphs and indent a paragraph</li> <li>▶ Insert date/time</li> <li>▶ Insert a Cover Page</li> <li>▶ Add borders to paragraphs and page borders to your document</li> <li>▶ Insert shapes and create text boxes</li> <li>▶ Use the Find and Replace feature in Microsoft Word</li> </ul>
<b>Program Enrolment</b>	The program is limited to 8 participants.
<b>Program Duration</b>	1 Day: 9:30am - 4:00pm
<b>Pre-requisite</b>	It is recommended that participants attending this session have attended the Computers - Introduction session or have a strong knowledge on using the mouse and the Windows environment.
<b>Facilitator</b>	Andrew Chong, SATT Simple as that Training
<b>Program Dates, Registration &amp; Fee</b>	Go to link below for <b>Program Dates, Course Registration and Course Fees:</b> <a href="http://www.westernhealth.org.au/EducationandResearch/Education/Pages/Courses-and-Inservices.aspx">http://www.westernhealth.org.au/EducationandResearch/Education/Pages/Courses-and-Inservices.aspx</a>

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