



Word - Level 1

Description

Helps the learner use a range of basic word processing software tools and techniques to produce appropriate, straightforward or routine documents. This course will cover: opening a new document and saving a document, file management, editing tools, formatting techniques, Headers and Footers and inserting and formatting images.

Skills Required

This Word Level 1 course is suitable for beginners and new users of Word, but also for others who would like to further their knowledge and understanding of the package and learn how to create professional letters, reports and memo's.

Units

- ◇ Getting started with Word
- ◇ Editing a Document
- ◇ Highlighting Text
- ◇ Text Formatting
- ◇ Margins and Indents
- ◇ Paragraph Formatting
- ◇ Move, Cut and Copy Text
- ◇ Printing a Document
- ◇ Heading Styles
- ◇ Using Images
- ◇ File Management

Training

- ◇ Up Skilling 'non-qualification' training
- ◇ Flexible Delivery
- ◇ Cost and time effective
- ◇ Delivered by 'Outstanding Teachers' as recently identified by Ofsted
- ◇ Consultation to identify your specific training needs

About the Provider

We are two highly qualified teachers with extensive experience of working in further education and can provide a range of digital training opportunities. We offer a high quality customised service that recognises each organisation's challenges. We will also provide digital skills training for individuals so they can reap the benefits of long-term success.

Want to know more?

To find out more about our tailored Digital Skills Training for Businesses, Groups and Individuals, please email: info@cdsacademy.co.uk or telephone us for an initial informal chat on **01244 515525** to discuss your requirements.

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Word Level 1 Course Content

Getting started with Word

- Introduction to Word
- Overview of the Word Screen
- Open and Exit Word
- Create a Word Document

Editing a Document

- Enter Text
- Spelling and Grammar
- Saving a Document
- Opening a Saved File
- Closing a Saved File

Highlighting Text

- Keyboard method
- Mouse method

Text Formatting

- Use Bold, Italic and Underscore
- Change Fonts and Font Sizes
- Align Text
- Insert Bullets
- Align Text
- Text Borders
- Page Borders

Margins and Indents

- Set the left and right margins
- Setting Indents
- Using Indents

Paragraph Formatting

- Joining and Splitting Paragraphs
- Headers and Footers
- Inserting Automatic Fields
- Line Spacing
- Insert a Table
- Use a Word Count

Move, Cut and Copy Text

- Copy and Paste Text
- Move Text (drag and drop)
- Cut and Paste Text
- Use Find and Replace

Printing a Document

- Open a Saved Document
- Use Print Preview
- Print Documents

Heading Styles

- Heading Styles and Sizes
- Sub Heading Styles and Sizes
- Body Styles and Sizes

Using Images

- Draw Shapes
- Resize an Image
- Wrap Text
- Delete an Image
- Group Images
- Arrange Images
- Crop an Image

File Management

- Create a Folder
- Rename a Folder
- Copy a File into a Folder
- Delete Files and Folders
- Move a File into a Folder



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