

Microsoft Word – Introduction to Word

Audience

This course is most suited for individuals who regularly create or edit 1-2 page documents and for those who wish to enhance their understanding of Microsoft Word to enable them to work with varied documents with improved efficiency.

Duration

3 hours

Prior Learning Segment



You must be able to efficiently navigate within the Windows operating systems and have the skills stated in the learning outcomes for Ripped Orange's Microsoft Windows 7 – First Steps course.

Learning Scenario

All courses at Ripped Orange follow a real life scenario to assist in the learning process. During this course you will be assigned as an employee of a fictitious company.

Key Learnings

- Microsoft Word Environment
- File Management
- Creating a New Document
- Formatting a Document
- Modifying a Document
- Proofing and Printing

Learning Outcome(s)

At the end of this course you will have the knowledge necessary to develop skills with Microsoft Word enabling you to create and edit a variety of 1-2 page documents in an efficient, timely and consistent manner. You will have required base knowledge to enable you to progress your learning with Microsoft Word.

Next Learning Segment

