

## Introduction to Word

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This course is for the beginner in Microsoft Word. We will identify the various parts of the Word window and explore the various toolbars. Next, we will create a business letter from scratch by setting up margins, inserting the date and keying the text. After keying the text, we will explore the spell check and grammar tools.

Microsoft offers built-in templates and wizards to help the office worker and those will be utilized in our lessons. We'll even go online and look at the many templates offered by Microsoft and Hewlett Packard.

### Course Length

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8 hours

### Course Objectives

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1. Know the parts of the Word window
2. Create a letter from scratch by setting up margins, inserting date, keying the letter and checking the spelling and grammar
3. Format the letter by changing the various font attributes of the text
4. Check the document for spelling and grammar errors
5. Create a new document by utilizing Microsoft's built-in templates
6. Create a new document using the a wizard which offers a step-by-step dialog box
7. Explore online templates at Microsoft.com and hp.com
8. Save the document and close Word

### Course Lessons

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- Exploring the Page Layout View
- Creating Your Own Document
- Formatting the Document
- Create a New Document from a Template
- Creating a New Document from a Wizard
- Exploring online templates
- Saving the document and closing Word

### Course Materials Supplied

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- **Course Booklet**  
Every participant receives a booklet that contains course notes and a listing of Internet resources.
- **Free CD**  
Contains Word resources such as Templates and Word documents containing links to Free Tutorials and Tips & Tricks Websites.

