Contents

[1 Welcome 3](#_Toc482725554)

[2 Introduction 4](#_Toc482725555)

[3 Contents 5](#_Toc482725556)

[4 Interface 6](#_Toc482725557)

[4.1 Menu 6](#_Toc482725558)

[4.2 Ribbon 6](#_Toc482725559)

[4.3 Quick Access Toolbar 6](#_Toc482725560)

[5 Mouse Skills 7](#_Toc482725561)

[6 Word 8](#_Toc482725562)

[6.1 Create New Document 9](#_Toc482725563)

[6.2 Open and Edit an Existing Document 9](#_Toc482725564)

[6.3 Move, Copy and Find and Replace Text 9](#_Toc482725565)

[6.4 Format Characters and Paragraphs 9](#_Toc482725566)

[6.5 Create and Edit Tables 9](#_Toc482725567)

[6.6 Modify Page Layout 9](#_Toc482725568)

[6.7 Printing and Publishing Documents 9](#_Toc482725569)

[6.8 Correcting Documents 10](#_Toc482725570)

[7 Contact 11](#_Toc482725571)

[8 About – not needed 12](#_Toc482725572)

# Welcome

Welcome to the Learning Zone!

I aim to help you develop your familiarity with the Office packages that you use in order to effectively create what you want to create and help you realise that you can do MUCH MORE and MORE EASILY once you gain confidence with the new interface.

# Introduction

Most of us have MS Word installed and many have been using a version of it for years. Many grew up with a version (pre 2007) that had Menus to access the commands. Even those who came to Word after that date and have seen only the Ribbon interface are not getting the best out of it

# Contents

The Contents Menu.

# Interface

## Menu

There is still a menu but only a single level one, to select a Ribbon.

## Ribbon

### Basic ribbons

### Context Ribbons

## Quick Access Toolbar

# Mouse Skills

Before you start to use the computer, make sure that you have the basic physical abilities:

* The correct glasses to view the screen at a comfortable distance (if needed)
* A proper mouse (rather than a built-in trackpad) and the manual skills to use it to:
  + Select the insertion point
  + Select a block of text
  + Right-click to use the context menus.

(Use context menu in Explorer to show this in class detail.)

# Word

The course will give you an overview of the commonly-used facilities of MS Word and show you how to achieve your personal word-processing goals.

## [Create New Document](https://bettercomputers.wordpress.com/interface/New%20Doc.html)

### Create a new blank document

### Enter text in a document, delete text

### Save the document with a filename

### Save As the document with another format

## [Open and Edit an Existing Document](https://bettercomputers.wordpress.com/interface/Edit%20Doc.html)

### Open a saved document

### Navigate within the document using mouse

### Navigate using arrow keys, page up/down keys

### Undo and Redo previous action

## [Move, Copy and Find and Replace Text](https://bettercomputers.wordpress.com/interface/Move%20Copy%20Find.html)

### Select text

### Cut, Copy and Paste text

### Find and Replace text

## [Format Characters and Paragraphs](https://bettercomputers.wordpress.com/interface/Format.html)

### Format characters – font, size, color, bold, etc.

### Format characters using dialog box

### Set tabs – left, right and centre

### Format paragraphs using toolbar, ruler

### Paragraph indents, spacing, alignment

## [Create and Edit Tables](https://bettercomputers.wordpress.com/interface/Tables.html)

### Create a new table

### Modify an existing table

### Enter text in a table and apply formatting

### Convert text to a table and back

### Add design features to a table

## [Modify Page Layout](https://bettercomputers.wordpress.com/interface/Page%20Layout.html)

### Adjust page margins,

### Number pages, add headers, footers

### Insert page breaks

### Add a cover page

## [Printing and Publishing Documents](https://bettercomputers.wordpress.com/interface/Printing.html)

### Select printer and print options

### Preview and printing documents

### Print selections, multiple copies

### Publish a document by email

### Save a document as a PDF file

### Print envelopes and labels

## [Correcting Documents](https://bettercomputers.wordpress.com/interface/Correcting.html)

### Check spelling and grammar

### Use Autocorrect tool

# Contact

# About – not needed