

# MWORDZ

## Microsoft Word – Basic Course

---

### Description:

One-day training is intended for individuals who want to gain the basic knowledge of using MS Word. By working on various exercises, students are going to practise several tools for editing, saving, opening and searching documents. They are going to learn how to insert the header, the footer and the numbering. They are also going to get familiar with proofing and printing documents.

### Students will be able to:

- Identify the elements of the MS Word interface
- Create new documents
- Save, find and open documents, get to know the difference among MS Office file types
- Format font and paragraphs
- Setup and layout the page and print it
- Insert the header and the footer and the page numbering
- Find a text in a document

### Course requirements:

- Students are supposed to be confident in using a keyboard, Windows and a mouse

### This course is intended for:

### Literature:

The workbook in English language is included.

### Hardware:

Spacious classrooms are equipped with premium computers with the access to the Internet, the wireless access included.

### Syllabus:

#### Chapter 1: MS Word introduction

- MS Word interface
- Creating of a new document, launching and closing MS Word
- Views settings
- Basic user interface settings

#### Chapter 2: New document

- Basic document options, backstage
- Entering and deleting a text
- Moving around in a document
- Cut and paste, copy and paste, paste options

### **Chapter 3: Font and paragraph formatting**

- Formatting and text effects
- Formatting paragraphs
- Bullets and numbering
- Multilevel list
- Borders and shading

### **Chapter 4: File management**

- Opening and saving documents
- Search tool
- File types

### **Chapter 5: Insert objects**

- Pictures
- Shapes
- Screenshots
- Equation

### **Chapter 6: Printing**

- Margins
- Page orientation and page size
- Borders, watermark
- Spelling & Grammar
- Printing and page preview

### **Chapter 7: Creating long documents**

- The header & the footer
- The Page numbering
- Inserting page breaks
- Finding a text in a document

#### **Contact us**

OKsystem a.s., Na Pankráci 1690/125, 140 00 Prague 4  
(+420) 236 072 111 skoleni@oksystem.cz www.okskoleni.cz

