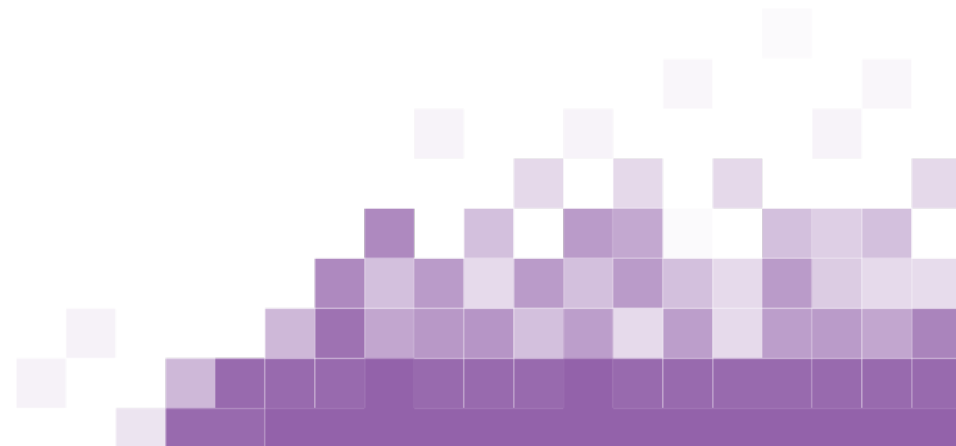




Introduction to Word



Course overview

Introduction to Word

- Entering and Editing Text
- Selection Techniques
- Formatting Text and Paragraphs
- Data Manipulation
- Using the Tabs Feature
- Creating and Manipulating Tables
- Proof Reading and Saving Data



Overview of Word

- Word is the industry standard word processing application
- With hundreds of built in features it is the perfect tool for document creation
- Information can be represented in a variety of document formats



Feedback Surveys



Please spend a moment filling in (online) the our feedback form, by going to:

End of course Learner survey

<http://www.smartsurvey.co.uk/s/WordIntro/>

End of session Trainer survey

<https://www.smartsurvey.co.uk/s/Trainerendofsessionfeedbackv2/>

