

Digital Skills

Microsoft Word – Beginners

Course Details

Price

£235.00

CPD Points

4.00

Length

Half day (09:00-13:00)

Course Overview

On completion, delegates will be far more confident in your ability to create and amend Word documents, understanding how important it is to use the correct formatting and styles to gain maximum efficiency.

Content

Getting Started with Word

- Exploring the screen layout
- Help options
- Tab and Groups
- Customising Quick Access Toolbar
- Creating, opening and saving documents

- Entering and editing Text
- Print options
- Explanation of Normal and No Spacing styles.

Applying Basic Text Formatting

- Font colour
- Text size
- Alignment
- Character case
- Text highlight

Working with Paragraphs

- Indents
- Tabs
- Bullets
- Line spacing
- Moving and copying text
- Borders and Shading

Page Layouts

- Basic Headers and Footers
- Page Breaks
- Numbering

Next Steps

If you would like to book a place on this course please click on the '**Book Course**' button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via admin@gta.gg or call us on 01481 224570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Susan Watson

Susan Watson is a senior consultant and director with over 15 years' experience delivering business and technology solutions across finance and professional services. She specialises in making complex tools like Excel practical and accessible, with a focus on real-world application such as reporting, data analysis, and improving efficiency.