Course : Word, getting started

version 2016/2013/2010
Practical course - 1d - 7h00 - Ref. PUF
Price : 520 CHF E.T.

★★★★⯪   4,6 / 5

This course will enable you to master the basic functions of word processing. After controlling the Word interface, you'll learn how to create, present and print simple documents such as letters and small reports.

🎯 Teaching objectives

At the end of the training, the participant will be able to:

- ✅ Navigating the Word interface and menus
- ✅ Create and save a Word document, enter and navigate text
- ✅ Handling text, correcting and replacing it
- ✅ Improve the presentation of the document by playing with shapes and colors in the document.
- ✅ Using lists to present enumerations
- ✅ Modify text placement, paragraph position and margins, and visualize the final print output

Intended audience
All audiences.

Prerequisites
Basic knowledge of how to use a Windows environment.

Practical details
Exercise
Discussions, experience sharing, demonstrations, tutorials and case studies.
Teaching methods
Active pedagogy based on examples, demonstrations, experience sharing, case studies and assessment of learning throughout the course.

Course schedule

PARTICIPANTS
All audiences.

PREREQUISITES
Basic knowledge of how to use a Windows environment.

TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES
• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

1 Introducing Word software

- Get to grips with the interface, Ribbon and Backstage menu.
- Use tabs, command groups and dialog box launchers.
- Customize the toolbar.
- Handle ruler and ruler marks.
- Use the different display modes and the zoom bar.
- Create a new document. Move within a document. Enter and correct text.
- Select text, different selection modes. Save a document.

Hands-on work
Discover and get to grips with Word's tools. Create a new document, enter text, make changes, learn how to select text. Save document.

2 Manipulation, research and correction

- Copy, move and delete text.
- Master paste and preview options.
- Set automatic correction options.
- Find and replace items.

Hands-on work
Learn how to copy and move text and paragraphs. Understand paste options. Use the automatic correction tool and search/replace text.

3 Formatting and presentation

- Character formatting.
- Align paragraphs. Set tabs.
- Modify margins, line spacing and spacing.
- Frame a selection. Apply a background frame.
- Use a numbered or bulleted list.
- Insert special characters.

Hands-on work
Careful presentation: underlining text, framing titles, applying a background grid. Use tabs. Apply numbered lists. Insert special characters.

4 Layout and printing

- Layout a document.
- Page numbering.
- Preview a document before printing.
- Set document printing parameters.
- Print a document.

Hands-on work
Work on document layout: page orientation, margins. Preview and print the document.

Dates and locations

REMOTE CLASS
2026 : 26 June, 7 Oct., 17 Nov.