



GS Course Outline: Word is used to create all forms of documentation from flyers to Word: letters, forms and large reports. Learn how to expertly use Word, understand show/hide codes, followed by experiencing the best way to set-up a page, apply formatting tools, **Objective:** insert details into a header or a footer, add page numbering, a bulleted or a numbered list and produce a high-quality document. Basic Windows, Keyboarding and Mouse skills Prerequisite: Access to Microsoft Word software 2 hours (with a short break mid-way through if needed) – class opens 10 Duration: minutes early and stays open 10 minutes later for additional questions Cost: Only \$189.00 + HST (13%) 1. Start Word 7. Most Used Formatting Tools Save and Name a Document 8. Format Painter 3. Understand the View 9. A Bit About Tab Stops **Topics:** 4. The Default Document 10. Headers & Footers

- 5. Show/Hide Codes
- 6. Navigate a Document
- 11. Symbols and a Picture
- 12. Page Review, Setup & Printing

Hands-on Practice Lesson:



Rides-R-Us New Client Welcome Letter

Course includes the Word GS Skills Guide for Reference

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Word GS Skills Guide

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Owner, Course Author and Instructor: | Gloria Smith To Register email gloria@gssoftwareconsulting.ca Or Visit the <u>GS Bookings Calendar</u> London, Ontario Canada 2024