



## GS Course Outline:

- Word:** Word is used to create all forms of documentation from flyers to letters, forms and large reports.
- Objective:**
- Learn how to expertly use **Word**, understand show/hide codes, followed by experiencing the best way to set-up a page, apply formatting tools, insert details into a header or a footer, add page numbering, a bulleted or a numbered list and produce a high-quality document.
- Prerequisite:** Basic Windows, Keyboarding and Mouse skills  
Access to Microsoft Word software
- Duration:** **2 hours** (with a short break mid-way through if needed) – class opens 10 minutes early and stays open 10 minutes later for additional questions
- Cost:** Only \$189.00 + HST (13%)

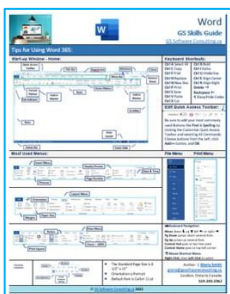
- Topics:**
- |                             |                                   |
|-----------------------------|-----------------------------------|
| 1. Start Word               | 7. Most Used Formatting Tools     |
| 2. Save and Name a Document | 8. Format Painter                 |
| 3. Understand the View      | 9. A Bit About Tab Stops          |
| 4. The Default Document     | 10. Headers & Footers             |
| 5. Show/Hide Codes          | 11. Symbols and a Picture         |
| 6. Navigate a Document      | 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*



Word GS Skills Guide



Owner, Course Author and Instructor: | [Gloria Smith](mailto:gloria@gssoftwareconsulting.ca)  
To Register email [gloria@gssoftwareconsulting.ca](mailto:gloria@gssoftwareconsulting.ca)  
Or Visit the [GS Bookings Calendar](#)  
London, Ontario Canada

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