Microsoft Word

Level 1 - Introduction

1 Day Course

Course Overview

Build essential Word skills to create professional documents with confidence.

This course introduces Microsoft Word from the very beginning, providing learners with a strong foundation in creating, formatting, and managing documents effectively. Emphasis is placed on correct techniques and best practices for business environments. By the end of this training, participants will be able to produce professional-quality documents that are well-structured, visually appealing, and ready for sharing or printing.

Who Should Attend?

This course is ideal for:

- Individuals with little or no prior experience in Microsoft Word
- Administrative professionals, office staff, or support personnel responsible for document preparation
- Anyone who wishes to learn Word systematically, building skills that are transferable to other business applications
- Users who may have some exposure to Word but are unfamiliar with best practices for formatting, editing, and managing documents

Required Knowledge:

- Basic computer literacy (keyboard, mouse, file handling)
- No prior experience with Microsoft Word is necessary

What You Will Learn

Getting Started with Word

- Identify and navigate the various parts of the Word interface
- Move around documents efficiently and select text accurately
- Save, retrieve, and manage documents in different formats

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Document Setup and Page Layout

- Set up work pages including margins, headers, footers, and paper size
- Use page breaks effectively to structure your content

Editing and Managing Text

- Edit text accurately by inserting, deleting, and modifying content
- Use cut, copy, and paste techniques to move or duplicate content efficiently
- Apply the Format Painter to maintain consistent formatting across sections

Text Formatting for Professional Documents

- Change font styles, sizes, and colours for visual impact
- Adjust paragraph alignment, spacing, and indentation
- Organize content with bullet points and numbered lists for clarity

Working with Tables and Graphics

- Create, format, and adjust tables to structure information clearly
- Insert and manipulate images to enhance the document's appearance

Proofing and Printing

- Use Word's proofing tools to check spelling and grammar
- Prepare documents for printing with correct layout and formatting
- Save and export documents in multiple formats

Exclusions:

This course does not cover:

- Advanced styles, themes, and template creation
- Mail merge or document automation
- Track Changes, Comments, or collaborative editing features
- Macros or other advanced Word customization tools

These topics are covered in higher-level or intermediate courses.

Key Learning Outcomes

At the end of this course, you should be able to:

- Navigate and use Microsoft Word efficiently
- Create well-structured, professional documents
- Apply formatting consistently across text, tables, and graphics
- Edit and manage content effectively
- Proof and prepare documents for printing or sharing

Delivery Format

This is a **classroom-based course**. Each participant will have access to a **fully equipped workstation** with Microsoft Word installed. The instructor will guide the course using live demonstrations, practical exercises, and real-time feedback.

Training Environment Includes:

- Individual PCs with **Microsoft Word**
- Course materials and online notes
- Comfortable classroom setting conducive to learning

Participants are **not required to bring their own laptop**.

Recommended Progression Pathway

After completing this course, learners should consider:

- **Microsoft Word – Level 2: Intermediate** (document formatting, styles, and efficiency tools)
- **Microsoft Word – Level 3: Advanced** (automation, templates, and collaboration features)

Learner Support

Participants will have indefinite online access to all practice files and notes at ***https://www.dti.ie***. Email support will also be offered on items covered during this course at ***support@dti.ie***.