

Intro to Word Processing Class Outline

Class Description:

This class will provide an introduction to the word processing program, Microsoft Word. Learn how to create a simple document, edit and format text, correct spelling errors, and adjust the margins. Class will also cover how to save, print, and open files.

Class Length: 2 hours

Introduction:

Word Processing programs allow users to develop a wide range of documents such as letters, memos, résumés, and reports. Unlike a typewriter, once you create a document on screen, you can edit the text, format words, insert sentences, move paragraphs, correct spelling mistakes, and adjust the margins. Microsoft Word is a powerful tool that allows users to create professional looking documents quickly and easily. This class is targeted at beginning users and is intended to provide the basics for using a word processing program.

Objectives:

- Learn basic navigation skills to effectively use the Microsoft Word program.
- Create a simple document, edit text, and check for spelling errors.
- Format the document and adjust the page layout.
- Preview, print, save, and open files.

Exercises:

1) Understanding Word Basics

- What Is a Word Processing Program?
- Access Microsoft Word
- Explore the Word Window

2) Creating a Simple Document

- Enter Text
- Navigate and Select Text
- Edit Text
- Check Spelling Errors

3) Formatting the Document

- Change Font Formatting
- Modify Paragraph Formatting
- Adjust the Margins

4) Saving and Printing the Document

- Save File to Disk
- Access Print Preview
- Print the File
- Open a File