A Special Program from the
Office of Human Resources – Training

MICROSOFT WORD INTRODUCTION

PROGRAM OVERVIEW:
Basic word processing concepts using Microsoft WORD will be covered in this introductory course. Participants will learn how to create, save, edit, retrieve, and print a document. Special character and paragraph formatting capabilities, the help function, spellchecker, and the thesaurus will also be covered. All participants should be comfortable using the mouse and understand basic Windows concepts prior to attendance.

COURSE OUTLINE:

I. WORD Basics
- Entering text
- Opening and saving a document
- Previewing and printing a document
- Backing up your files

II. Using the WORD for Windows Help features

III. Special editing techniques
- Using replace and undo functions
- Moving and copying text

IV. Changing character formats and fonts

V. Paragraph formatting
- Paragraph alignment and borders
- Indenting, numbered lists, and bullets
- Line breaks and spacing

VI. Introduction to tabs and tables

VII. Controlling page appearance
- Headers and footers
- Margins
- Page breaks

VIII. Using the spellchecker and thesaurus

Presented by the faculty of
The Pennsylvania State University Lehigh Valley Campus

Please complete the registration form and Needs Assessment Survey
and return to the Office of Human Resources – Training
to register for this computer workshop.