

# Word Processing

Courses available using Microsoft Word 97, 2000, XP, 2003 and 2007.

- One day course
- Bite-size sessions

## **Introduction—Level 1**

- Open and close Microsoft Word
- Create, and save a simple document
- Open, amend and check an existing document
- Align, justify and delete text
- Change margins and line spacing
- Apply fonts, font styles and sizes
- Print a document
- Copy, insert and move text
- Insert images into a document