



computer training options

Microsoft Word 2008 for Mac **Introduction Training**

Creating a Basic Document

- Explore the User Interface
- Open and View a Document
- Customize the Word Environment
- Obtain Help
- Enter Text
- Save a Document
- Preview and Print a Document

Editing a Document

- Navigate and Select Text in a Document
- Insert, Delete, or Rearrange Text
- Undo Changes
- Search and Replace Text

Formatting Text

- Change Font Appearance
- Highlight Text

Formatting Paragraphs

- Set Tabs to Align Text
- Control Paragraph Layout
- Add Borders and Shading
- Apply Styles
- Create Lists
- Manage Formatting

Adding Tables

- Create a Table
- Modify the Table Structure
- Format a Table
- Convert Text to Table

Inserting Graphic Objects

- Add Visual Effects Using Symbols and Special Characters
- Insert Illustrations

Controlling Page Appearance

- Control Page Layout
- Apply a Page Border and Colour
- Add Watermarks
- Add Headers and Footers

Proofing a Document

- Check Spelling, Grammar, and Word Count
- Enhance Textual Meaning Using the Thesaurus
- Customize the AutoCorrect Options

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