



GS Course Outline:

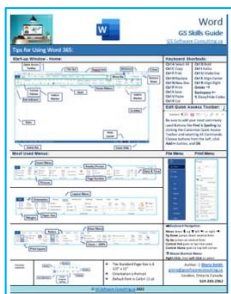
Word:	Word is used to create all forms of documentation from letters to forms and large reports.												
Objective:	<ul style="list-style-type: none">Learn how to expertly use Word, understand show/hide codes, and the standard template followed by experiencing the best way to set-up a page, apply formatting tools, insert details into a header or a footer, add page numbering, a bulleted or a numbered list and produce a high-quality document.												
Prerequisite:	Basic Windows, Keyboarding and Mouse skills and access to Microsoft Word software.												
Duration:	2 hours (with a short break mid-way through)												
Cost:	\$229.00 + HST (13%)												
Topics:	<table><tr><td>1. Start Word</td><td>7. Most Used Formatting Tools</td></tr><tr><td>2. Save and Name a Document</td><td>8. Format Painter</td></tr><tr><td>3. Understand the View</td><td>9. Lists with Bullets or Numbers</td></tr><tr><td>4. The Default Document</td><td>10. About Tab Settings</td></tr><tr><td>5. Show/Hide Codes</td><td>11. Headers & Footers</td></tr><tr><td>6. Navigate a Document</td><td>12. Page Review, Setup & Printing</td></tr></table>	1. Start Word	7. Most Used Formatting Tools	2. Save and Name a Document	8. Format Painter	3. Understand the View	9. Lists with Bullets or Numbers	4. The Default Document	10. About Tab Settings	5. Show/Hide Codes	11. Headers & Footers	6. Navigate a Document	12. Page Review, Setup & Printing
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Hands-on Practice Lesson:



Rides-R-Us New Client Welcome Letter

*Course includes the **Word GS Skills Guide** for Reference*



Word GS Skills Guide



Owner, Course Author and Instructor: | [Gloria Smith](mailto:gloria@gssoftwareconsulting.ca)
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Or Visit the [GS Bookings Calendar](#)
London, Ontario Canada

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