



Computer Consultants Corporation

Microsoft Word for WordPerfect Users

Length of course: 1 class day (6 hours)

Objective(s): Students will learn how to translate their WordPerfect for Windows document formatting knowledge to Microsoft Word.

Prerequisites: Basic understanding of Windows and intermediate knowledge of WordPerfect.

Character formatting

- Orientation to Microsoft Word
- Selecting text
- Fonts and font sizes
- Format painter
- Pasting formatted text
- Reveal formatting

Paragraph formatting

- Alignment and justification
- Line and paragraph spacing
- Paragraph borders and shading
- Working with indents, numbered lists, and bulleted lists
- Working with tabs

Page formatting

- Headers and footers
- Page numbering
- Margins
- Working with section breaks

Introduction to styles

- Applying styles
- Viewing styles
- Creating and modifying styles
- Understanding character styles
- Redefining and deleting styles

Introduction to templates

- Using the Normal template
- Modifying the default font

Introduction to tables

- Creating a table
- Modifying tables
- Formatting tables

Newspaper columns

- Formatting text into newspaper columns
- Using graphics
- Multiple column formats
- Hyphenation techniques

Using AutoText and AutoFormat

- Creating AutoText entries
- Modifying and deleting AutoText entries
- Printing AutoText entries
- Setting AutoFormat options

Introduction to merging

- Creating data
- Completing main documents
- Merging data with the main document
- Managing merges
- Labels and envelopes

Introduction to macros

- Macro security settings
- Creating and assigning macros
- Editing and testing macros
- Deleting macros