

1. Process gas
2. Cutting nozzle
3. Nozzle offset
4. Cutting speed
5. Molten material
6. Dross
7. Cut roughness
8. Heat affected zone
9. Kerf width

# IKUSASA

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# MICROSOFT

## WORD FUNDAMENTALS

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# MICROSOFT COURSES

## Word Fundamentals

**Requirements:** An understanding of the English language as well as a basic understanding of Windows 7 or 10.

**Duration:** 1 Day

**Time:** 08:30 - 16:00

**Inclusions:** Catering & Refreshments (full time in-house training), relevant stationary, competency certificate.

### OVERVIEW

This course is aimed at learners who have never used Word and who need a quick start to understanding the application.

The course consists of 1 day in-class where we cover the following but is not limited to:

#### 1. Getting Started

- About Microsoft Word
- Start and quit Microsoft Word
- The Word environment
- Change document views and zoom settings
- Sizing and moving the Word window
- Getting help

#### 2. Working with files and windows

- Start and save a new document
- Save changes to an existing document
- Create a new folder
- Rename an existing folder
- Save an existing document with a new name and/or in a new location
- Switch between open documents
- Save a Word file as a PDF

### 3. Entering and Editing Text

- Enter and edit text in a document
- Insert the date and/or time
- Select and deselect text
- Navigate through a document
- Move and copy text
- The Office Clipboard
- Find and replace text
- Proof a document with Microsoft Editor

### 4. Formatting Text

- Format text
- Apply special effects to text
- Clear formatting
- Change the case of text
- The Font dialog box
- Copy font formatting

### 5. Formatting Paragraphs

- Change paragraph alignment
- Change line and paragraph spacing
- Apply bullets and numbering to paragraphs
- Sort a list
- Work with tabs
- Indent text
- Copy paragraph formatting

### 6. Page Setup and Printing

- Adjust page layout
- Basic Headers and Footers
- Print preview and print a document

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