



Contents

Overview	6
1. Plan Simple Document	
<i>Step 1: Planning</i>	8
1.1 Determine the Document's Audience and Purpose	9
1.2 Determine the Document's Format, Style and Structure	25
1.3 Establish Method of Communication	58
1.4 Establish Key Points for Inclusion	64
2. Draft Simple Document	
<i>Step 2: Drafting</i>	86
2.1 Develop Draft Document to Communicate Key Points	87
2.2 Check that Draft meets Document Purposes and Requirements	94
2.3 Obtain and Include Additional Required Information	96
3. Introduction to Microsoft Word	
3.1 Introduction	106
3.2 Basic Word Elements	109
3.3 Office Backstage	114
3.4 Using Ribbons	117
3.5 Quick Access Toolbar	123
4. Create Document in Word	
4.1 New Documents	134
4.2 View Tab	136
4.3 Navigating Documents	143
4.4 Using Templates	148
4.5 Saving Documents	151
4.6 Opening Documents	153
4.7 Saving Multiple Versions	154

5. Create and Enter Text in Word

5.1	Entering Text	162
5.2	Selecting Text	166
5.3	Moving and Copying Text	169
5.4	Repeat, Undo, Redo	177
5.5	Auto Correct	180
5.6	Inserting Symbols	183
5.7	Inserting Fields	184

6. Refine and Check Document using Word

6.1	Reviewing Documents	198
6.2	Correcting Spelling and Grammar	205
6.3	Using Word Count	209
6.4	Working with Document Properties	210
6.5	Adding a Hyperlink	212

7. Finalise Simple Document

	<i>Step 3: Finalising</i>	220
7.1	Ensure Draft is Proofread by Supervisor or Colleague	221
7.2	Make and Proofread Necessary Changes	223