

Microsoft Word Introduction

One Day

A hands-on instructor-led Microsoft Word training course helping who would like to learn how to create documents using the basic features of Microsoft Word. This is achieved by learning, discussion and practice with an open and friendly trainer in a professional classroom environment.

Course Aims

The main objective of all Word training courses is simply to increase each participant's overall ability and confidence in using Word features that can be directly applied to their work. The aim on this first level of Word training is firstly for attendees to become confident enough to try working with Word features to see for themselves the workload benefits that expertise with document use can bring. The next aim is for attendees to be independently familiar enough with how Word works at a basic level to be able to do so after training when back at work. Training therefore covers:

- Gaining the basics of creating, editing and saving documents
- Formatting documents and move, copy and format text
- Controlling page layout for appearance and consistency
- Creating tables and printing documents for sharing information professionally

Course Content

Word Basics

- Screen layout
- Creating and saving documents
- Getting help

Editing Documents

- Opening and navigating a document
- Using autocorrect
- Editing text
- Using undo and redo
- Finding and replacing text

Moving and Copying Text

- Selecting text
- Moving and copying text
- Finding and replacing text

Formatting Characters and Paragraphs

- Character formatting techniques
- Paragraph formatting techniques
- Bullets and Numbering

Creating and Managing Tables

- Creating tables
- Modifying tables
- Enhancing tables

Email a Document

- Sending Word documents via email

Using Proofing Tools

- Checking spelling and grammar
- Using the thesaurus

Printing

- Previewing the document
- Print Options

Microsoft Word Intermediate

One Day

A hands-on instructor-led Microsoft Word training course allowing people with an existing knowledge of Word fundamentals to improve their skills and create better documents. This course is aimed at people who want to enhance their existing knowledge of Word to create, edit and format documents in a more professional way through demonstration, discussion and practice with an expert trainer within an environment that is highly conducive to learning.

Course Aims

The main reason to progress through levels of Word training courses is to gain an increased ability to create effective and purposeful documents in an efficient way. The aim on this second level of Word training is to manage document layout using Sections, Headers and Footers and Tables. Delegates will also be able to ensure consistent formatting in documents using Styles, enhance documents with graphics, and compare documents easily. Training therefore covers:

- Benefitting from using sections and columns to differentiate text entries
- Using information from other programmes to work with numbers and lists
- Applying headers and footers for a professional finish
- Working with graphics and with other people

Course Content

Working with Large Documents

- Controlling page layout
- Controlling page layout
- Page breaks
- Section Breaks

Working with Headers and Footers

- Creating headers and footers
- First page headers and footers
- Working with page numbers

Using Styles and Autotext

- Defining and applying styles
- Modifying and deleting styles

Working with Tables and Tabs

- Table formatting basics
- Using table styles
- Drawing tables
- Performing calculations in tables
- Working with Excel data in tables
- Use tabs

Working with Graphics

- Inserting graphics and shapes
- Inserting WordArt and symbols
- Creating watermarks
- Drawing in a document
- Applying borders and shading

Working with Sections and Columns

- Creating sections
- Multiple columns
- Working with text in columns

Automate Entries using AutoCorrect and QuickParts

- Create AutoCorrect Entries
- Quick Parts

Microsoft Word Advanced

One Day

A hands-on instructor-led Microsoft Word training course helping people upskill from an already good existing knowledge of Word to become an acknowledgeable expert. The course allows delegates to return to work with a confidence that they can achieve tasks which require an advanced knowledge of Word skills. This ability is achieved through learning, discussion and practice while working together with a master-class-level trainer in a professional classroom environment.

Course Aims

This course is essentially aimed at people who want to extend their knowledge of Word to learn more advanced techniques for creating and managing documents. Training therefore covers:

- Learning to best merge data with a Word document or label layout
- Adding indexes and table of contents to navigate long documents
- More easily, manage document revisions using Track Changes
- Using a form for user input, securing a document with a password
- Automating actions with Macros for ease and control

Course Content

Working with Large Documents

- Creating a table of contents
- Using endnotes and footnotes
- Creating indexes
- Working with bookmarks and cross-references
- Master and sub-documents

Mail Merge

- Using the Mail Merge Wizard
- Using data sources files
- Merging addresses into mailing labels
- Printing labels and envelopes

Managing Document Revisions

- Change User Information
- Tracking changes in a document
- Adding comments and highlighting
- Review Track Changes and Comments
- Comparing document versions
- Merge Document Changes

Working with Forms

- Creating forms
- Exploring form field data types
- Modifying forms
- Protecting forms

SmartArt Diagrams

- Create different types of diagrams

Securing a Document

- Hide Text
- Remove Personal Information from a Document
- Set Formatting and Editing Restrictions
- Add a Digital Signature to a Document
- Set a Password for a Document

Automating Actions with Macros

- Recording and running macros
- Editing macros
- Customise Word

Workgroup Collaboration

- Compare and merge documents
- Adding comments