



Microsoft Word Professional

Master your long documents and let Word do the work for you!



Learning with a difference...

Benefits

- Produce professional looking documents
- Save time with our efficiency tips
- Protect the confidentiality of your documents
- Keep control of long documents

Course content

- Use styles to format long documents with ease
- Build indexes and tables of content
- Use referencing for clear documents and quick navigation
- Macros can automate repetitive tasks!
- Change how Word works, to suit YOU
- Create easy-to-use forms
- Password and write-protect your documents and their contents
- Track changes made by others to your documents
- Learn how to take advantage of Word's hidden fields
- Share documents with other programs

Course overview

Working on complex documents in Word can often be overwhelming and highly frustrating. On this course you will learn techniques to make the process smoother and simpler.

You will discover the wonder of using styles for easier formatting, creating tables of content and cross references. Learn how to protect your documents' confidentiality with security options and to monitor changes made by other people.

Avoid repetitive tasks by creating customised shortcuts which will be available at the click of a button! Reveal many of the mysteries behind Word and achieve total control of Word and your documents.

Throughout the course you will have ample opportunity to practise and apply what you have learnt.

Duration

1 day
9:30 - 16:30

Contact our sales team for a quote on running a closed course for your company.

Book Now

Call our Sales team on
01295 253253

Experience our tried and tested training methods; have fun while you learn and most importantly - apply what you have learnt in the workplace with free support service after you have completed your training!

"I am not afraid of storms, for I am learning how to sail my ship."

- Louisa Alcott

Other courses we offer

- Excel Professional
- Effective Business Writing
- Professional Report Writing

What our customers say about our courses

"I didn't realise Word can do all that!"

"Brilliant course, thank you very much"

"Working on longer documents will be much easier now"



People Productivity &
Specialist IT Training



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