Duration   1 day

Timings   9:30 – 16:30

Course Description

This course has everything you need to know to work with Microsoft Word to create letters and reports easily and quickly.

Learn top tips and techniques enabling you to create professional documents. Understand how to lay your document out, get the best results with formatting and ensure your grammar and language is correct.

Effortlessly create documents that combine words, tables and pictures to get the results you want. After attending our one day course you will feel confident in creating your own documents as well as being able to modify someone else's document.

This course is also a fantastic starting point for getting to grips with the fundamentals of Microsoft Office programmes; the knowledge taken away from this course can be used in other programmes too!

Course Content

- Learn how to navigate Word proficiently
- Understand how to type and make changes to your document
- Give documents a better look with Word's character and paragraph formatting
- Use the spell and grammar checker and source alternative words
- Understand Cut, Copy and Paste commands
- Modify the page layout and structure of your document
- Learn best practices for saving your document
- Prepare documents for printing
- Set tabs to control the layout of your document
- Use basic tables to display figures or parts of documents

Pre Course Requisites

Delegates will get more out of the course if they are familiar with the basics of Windows and computers in general.

If you are unsure which level would be must suitable please fill in our pre-course questionnaire or the pre-course exercise.

Duration 1 day

Timings 9:30 – 16:30

Course Description

We all know that creativity attracts attention, so use Word and all it has to offer, to produce really fantastic looking documents. Enhance your correspondences and draw interest to them with illustrations, newspaper columns and special effects.

Develop your knowledge of tables; including how to work with large tables that span multiple pages and basic calculations, limiting the need to rely on other applications.

Build the bridge between a database and a document allowing you to generate multiple copies of the same document but addressed to different people; increasing accuracy and reducing time spent typing individual letters.

Hands-on exercises are used throughout the course to fully consolidate learning making it easier to apply back in the workplace.

Course Content

- Refresh your Word skills

- Tips and tricks: a bigger impact in less time

- Create effective headers and footers

- Use more advanced numbering and bullet formations

- Use AutoText: save phrases to be reused

- Design templates for common documents you frequently use, such as letters or fax headers

- Use Mail Merge for mass mailings; one database but thousands of letters in a flash

- Create newspaper columns and newsletters

- Illustrate your documents with pictures, charts and other objects

- Work with more advanced and complex tables; using formulas, how to deal with rows that split across pages and much more...

Pre Course Requisites

Delegates get more out of the course if they are familiar with the fundamental features of Word. It is expected that delegates can create, format and edit documents.

If you are unsure which level would be must suitable please fill in our pre-course questionnaire or the pre-course exercise.

_Baseline

Duration   1 day

Timings   9:30 – 16:30

Course Description

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.

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

Pre Course Requisites

Delegates attending this course should ideally be comfortable with navigating Word, perform basic operations, such as formatting, editing and file management functions would be highly beneficial.

If you are unsure which level would be must suitable please fill in our pre-course questionnaire or the pre-course exercise.