

course outlines

Microsoft Word



WORD PROCESSING BASICS

Duration: 3 hours

Audience: No previous experience with word processing and electronic document management

Topics:

- Word environment
- Document management
- Document navigation
- Basic Word Processing
 - Entering, and Editing Text
 - Selecting Text
 - Using Cut, Copy, Paste
 - Pagination
- Proofing Tools
- Find and Replace
- Preparing the document for Printing
- Printing a document
- Saving using different file formats
- Using Online Help

QUICK TIPS

Duration: 3 hours

Audience: Existing word processing users who wish to improve productivity

Topics:

- Keyboard and Navigation Shortcuts
- Selecting Text
- Using Cut, Copy, Paste
- Find and Replace
- Character and Paragraph Formatting
- Indentation and Tabulation
- Headers and Footers
- Advanced Find Techniques
- Sorting Information
- Themes
- Preparing and Printing a document

WORD PROCESSING FEATURES FOR REPORT WRITING

Duration: 3 hours

Audience: Has attended a Document Presentation course or has equivalent knowledge

Topics:

- Styles and Outlines
- Table of Contents
- Indexes
- Bookmarks
- Hyperlinks
- Linking data from other applications
- Watermarks
- Footnotes and Endnotes
- Track Changes
- Comments

FORMATTING AND TEXT ALIGNMENT

Duration: 3 hours

Audience: Has attended a Word Processing Basics course or has equivalent knowledge

Topics:

- Character Formatting
- Paragraph Formatting
- Tabulation
- Indentation
- Automatic Formatting
- Borders and Shading
- Headers and Footers
- Working with Multiple Documents
- Special Characters and Symbols
- Themes

DOCUMENT PRESENTATION TECHNIQUES

Duration: 3 hours

Audience: Has attended a Formatting and Text Alignment or Quick Tips course or has equivalent knowledge

Topics:

- AutoCorrect, AutoText, AutoFormat
- Working with Multiple Sections
- Working with Columns
- Page Numbering
- Bullets and Numbering
- Working with Tables

ONLINE FORMS AND TEMPLATES

Duration: 3 hours

Audience: Has attended a Document Presentation Techniques course or has equivalent knowledge

Topics:

- Working with Online Forms
- Introduction to Templates
- The Organiser
- Ribbon Customisation

PERSONALISING DOCUMENTS

Duration: 3 hours

Audience: Has attended a Document Presentation Techniques course or has equivalent knowledge

Topics:

- Creating Merge Documents
- Customising Merges
- Merge Field Codes

INTRODUCTION TO AUTOMATION

Duration: 3 hours

Audience: In-depth working knowledge and experience with Microsoft Word

Topics:

- Bookmarks
- Introduction to Macros
- Inserting Fields into the Document

DOCUMENT MANAGEMENT

Duration: 3 hours

Audience: Has attended a Formatting and Text Alignment or Quick Tips course or has equivalent knowledge

Topics:

- Document Version Control
- Document Protection
- Document Properties
- The Document Inspector

ENHANCING DOCUMENTS WITH GRAPHICS

Duration: 3 hours

Audience: Has attended a Word Processing Basics course or has equivalent knowledge

Topics:

- AutoShapes
- WordArt, SmartArt and Charts
- Clipart and Pictures

USERFORM AUTOMATION

Duration: 6 hours

Audience: Has attended an Online Forms & Templates and Introduction to Automation courses

Topics:

- The VBA Editing Environment
- Working with Bookmarks
- Development of a UserForm
- Objects, Controls and Properties
- Introduction to VBA Code
- Assigning VBA code to a UserForm

Training for Results!

All courses can be fully customised to suit your requirements