

MICROSOFT WORD

COURSE OVERVIEWS

Word Productivity Essentials

Prerequisites:

Has attended an Introduction to Computing course or has equivalent knowledge

Topics:

- Word Environment
- Document Management
- Document Navigation
- Enter and Edit Text
- Select Text
- Using Cut, Copy, Paste, and Smart Tags
- Pagination
- Proofing Tools
- Find and Replace
- Prepare a Document for Printing

Duration:
3 Hours

Optimise Productivity with Formatting

Prerequisites:

Has attended a Word Productivity Essentials course or has equivalent knowledge.

Topics:

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

Duration:
3 Hours

Document Presentation Techniques

Prerequisites:

Has attended an Optimise Productivity with Formatting course or has equivalent knowledge.

Topics:

- AutoCorrect, AutoText, and AutoFormat
- Multiple Sections
- Columns
- Page Numbering
- Bullets and Numbering
- Create and Manipulate Tables
- Sort Data in Tables or Lists

Duration:
3 Hours

Document Management

Prerequisites:

Has attended a Document Presentation Techniques course or has equivalent knowledge.

Topics:

- Document Version Control
- Document Protection
- Document Properties | Metadata
- Export and Share Documents using Different File Formats

Duration:
3 Hours

Create Customised Documents

Prerequisites:

Has attended a Document Presentation Techniques course or has equivalent knowledge.

Topics:

- Create Customised Documents using data from an external source such as an Excel list
- Customise Mail Merges
- Mail Merge Field Codes

Duration:
3 Hours

Simplify Work Processes with Online Forms

Prerequisites:

Has attended a Document Presentation Techniques course or has equivalent knowledge.

Topics:

- Form Creation
- Insert and Manipulate Text, Date, and Picture Controls
- Section Breaks
- Add Form Protection
- Save a Document as a Template

Duration:
3 Hours

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COURSE OVERVIEWS

Streamline Report Writing

Audience:

This course is designed for all staff who:

- Create reports on a daily basis,
- Are involved with the review and publication of reports created by their team members
- Need to create educational assignments and reports

Prerequisites:

Has attended a Document Presentation Techniques course or has equivalent knowledge.

Topics:

- Text and Table Styles
- Display the Document using Different Views
- Cover Pages
- Table of Contents
- Indexes
- Bookmarks
- Hyperlinks
- Link Data from Other Applications
- Watermarks
- Footnotes
- Endnotes
- Track Changes
- Comments
- Advanced Find Techniques
- Utilise Quick Parts and Document Properties
- Insert and Manipulate Text, Date, and Picture Controls
- Maintain Consistent Headers and Footers throughout a Document with Different Sections
- Save a Document as a Template
- Compare Multiple Documents

Duration:
6 Hours

Boost Productivity with Automation

Prerequisites:

Has attended the a Document Presentation Techniques course or has the equivalent knowledge.

Topics:

- Introduction to Macros
- Record and Play Back a Macro
- Orientation to the Visual Basic Editor (VBA)
- Edit a Macro
- Insert and Manipulate Hyperlinks
- Document Fields
- Customise the Ribbon and the Quick Access Toolbar (QAT)

Duration:
3 Hours

Smart Templates

- Does your team overwrite existing documents?
- Are you finding the documents sent to clients are not reflecting your organisations brand?
- Are you constantly copying and pasting information from one document to another, or repetitively typing the same information?

Answered Yes to any of these questions?

Templates, with or without automation, enables you to focus on the document content and frees up time for growing your business.

Contact us to discover the possibilities

For Businesses

Improve the productivity of your team

Contact us for face-to-face or virtual sessions

For Individuals

Are you are retuning back to work?

Contact us to arrange a virtual training session

Training for Results!

All courses are fully customisable