



Delegate Pre-Requisites

No delegate pre-requisites essential. However, it would be beneficial if the delegate has experience of using Word due to the high level of content for this course

Course Duration

This is a One Day Course

Course Details

Courses commence at 9:30 a.m. through to 4:30 p.m.

A laptop computer is provided for each delegate attending on this packed programme to try out the tips and techniques demonstrated

All delegates will receive Training Courseware to refer to during the course, together with a Course Attendance Certificate

Schedule Courses

Off-site scheduled courses are available at a location near you - this course is available on our current programme - call our team for more details

Corporate Courses

On-site Corporate courses are available - you provide the Conference Room ... we bring everything else!

Modular Courses

Bite-sized 'modular' courses are available where you can build your own day course covering the topics that suit you - these are half day modules that you can mix and max

Our team will be happy to give you the options and pricing



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COMPUTER TRAINING LTD



Word Beyond the Basics

Target Audience

Aimed at regular users of Word, this one day event will look at a wide range of features, functions and tricks to help you formulate reports incorporating lots of formatting features to be more productive and save time - Word seems to have a mind of its own ... we show you all the tips and tricks to overcome your frustrations with using this popular product

The Content

Document Formatting

- * Margins & Orientation
- * Setting manual indentation
- * Using automatic single level bullets and numbering
- * Using automatic multi-level bullets and numbering
- * Setting paragraph spacing

Using Styles

- * Setting up Styles for quick paragraph formatting
- * Assigning Styles to shortcut keys
- * Generating Tables of Contents from Styles

Page Formatting

- * Page Breaks
- * Using Section Breaks
- * Page Numbering
- * Headers & Footers
- * Setting up Cover Pages
- * Using Watermarks

Tables

- * Alternative ways of creating a Table
- * Using the Table Design Tools
- * Inserting/Deleting Columns and Rows
- * Adjusting Column Widths & Row Heights
- * Fitting Tables to the Page
- * Formatting Options
- * Using the Table Gallery
- * Merging and Splitting Cells
- * Repeating Table Headings
- * Importing an Excel Worksheet or data range
- * Formatting imported tables
- * Advanced Table Features

Using SmartArt

Adding Charts

- * Importing Charts from Excel
- * Creating Charts within Word Report
- * Using Links

Using Templates

- * Using Styles in Templates
- * Using QuickParts and Building Blocks
- * Using Autotext & Autocorrect

Editing Techniques

- * Quick selection techniques
- * Moving around a document
- * The Page Views
- * Using the Document Map

Revision Tracking

- * The Options
- * The Views
- * Moving through changes
- * Accepting / Rejecting changes
- * Reviewing the document
- * Using Comments
- * Comparing versions

Adding Objects & Images

- * Using the Drawing Tools
- * The Picture Design Tools

Using Mail Merge & Labels

Call our team 01527 836840

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