



Your Needs:

“This outline is a guide to the content of a typical course. In practice, all courses can be customised to meet specific needs and can be run at a time and place to suit you.”

Accelerated Learning:

“We run our events using an appropriate mix of group discussions, practical exercises and case studies, supported by short tutor-led sessions.”

What You Get:

“As standard, we provide a full set of reference notes, equipment (for IT training) and ongoing support (in case you have any questions afterwards).”

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0117 9022 845

Report Writing with Word (1 day)

“The ability to produce a report that stimulates change is highly valuable. The ability to do this quickly and effectively is priceless.”

Benefits of attending this course...

To successfully write a report requires many skills. In order to make the most of these skills it helps to have a mastery of Microsoft Word too.

This course is aimed at existing users of Word who wish to master a range of powerful features that will help them create better reports.




Attendees will have the opportunity for extensive hands-on practice and the option to work on reports from their own organisation.

Who is it for?

Anyone who needs to produce high-quality reports quickly.

Objectives

By the end of the training you will be able to...

-  Identify your target audience (and adapt to their needs).
-  Develop an effective writing style that gives your reports impact.
-  Use advanced Word features to efficiently create reports with impact.

Content

- ✓ Identifying your target audience and tailoring the content and style to suit their needs.
- ✓ Developing an effective writing style – review of sentence and, paragraph construction, signposts, transitions and parallelism.
- ✓ Working with Styles...
 - The benefits of using styles in a report.
 - Applying and editing existing styles (including the Normal and Heading styles).
 - Creating your own styles for a bespoke look and feel.
- ✓ Useful Views...
 - Working with the Outline View, the Navigation Pane (Document Map in 2007) and Split Screen.

Continued over...



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Report Writing with Word

(1 day)

Content (continued)

- ✓ Using Section Breaks...
 - How to divide a document into logical units that can be independently formatted.
- ✓ Headers and Footers...
 - How to set them up independently for each section (e.g. with different information or alternative formatting).
- ✓ Working with Fields...
 - Overview of their function and practice with their use.
 - Revealing field codes so you can customise them.
- ✓ Creating a Table of Contents...
 - Ensuring that heading styles have been correctly applied.
 - Customising options and updating the table.
- ✓ Presenting your Data...
 - Overview of Tables and Charts in Word.
- ✓ Using Cross References and Footnotes...
 - How to create and edit them.
- ✓ Section and List Numbering...
 - How to set up suitable styles and apply them.
 - Renumbering sections and lists.
 - Correcting numbering problems.
- ✓ An Alternative to Bullet Lists...
 - Introduction to the liberating concept of ‘Words in Table’ (WiT).
- ✓ Templates...
 - How to save your report design as a template for future use.
- ✓ Printing...
 - How to print a page (or range of pages) within a section.

Custom Courses

All our events can be tailored to suit you, so if this outline isn’t exactly what you want, please let us know and we would be happy to customise it for you.