



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)."

solutions@ttsweb.co.uk
www.ttsweb.co.uk
 0117 9022 845

Microsoft Word

(all PC versions)

Benefits of attending this course...

Microsoft Word can be used to create all types of documents, ranging from a simple one-page handout to a fully-fledged technical report. Whilst it's easy to grasp the basics you will soon discover there's a lot more to learn! Our courses are designed to help you master the key features of Word so you can create better documents with less effort.

Who is it for?

Our courses are aimed at anyone who wants to develop their Word skills and increase their productivity at work. They are graded so that, no matter what your level of experience, you should be able to find something new and useful to learn.

Content

Level 1 - New User

(1 day)

This level is aimed at the novice user who wants to quickly become productive.

- ✓ Tour of the Word screen and overview of its functional elements.
- ✓ Creating a new document and adding text.
- ✓ Overview of Templates (and why we use them).
- ✓ Viewing and interpreting the 'hidden' Formatting Symbols.
- ✓ Setting-up the page size, orientation and margins.
- ✓ Using the Ruler to set page margins, tabs and paragraph indents.
- ✓ How to quickly move around a document and select text.
- ✓ Useful editing techniques (including cut, copy, paste, paste special, undo, and redo).
- ✓ Use of Font and Paragraph Formatting (including the 'Reveal Formatting' Task Pane and using the Format Painter).
- ✓ Creating and editing Bullet Lists and Number Lists.
- ✓ Zooming and changing Views (including using Read Mode and Outline view).
- ✓ Saving in different formats (such as a Template or PDF).
- ✓ Printing (including setting print ranges and printing multiple pages per sheet).
- ✓ Practice with Shortcut Keys.



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Level 2 - Regular User

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This level is aimed at existing users who want to get more out of Word and hone their skills further.

- ✓ Working with Styles and Templates (to create a consistent look).
- ✓ Using Headers and Footers (including using 'Fields').
- ✓ Working with Tables – how to convert text to a table, convert a table to text, merge and split cells and Sort your data.
- ✓ Using the Proofing Tools – setting the default proofing language and using Spell Check, Thesaurus, and Grammar Check.
- ✓ Mail Merge techniques – how to mail merge to letters, labels, envelopes and e-mail.
- ✓ Increasing your productivity with the AutoCorrect, AutoFormat and Quick Parts features.
- ✓ Working with graphics – using Pictures, SmartArt and WordArt.
- ✓ Using Find and Replace to replace text, fonts, formats and styles.
- ✓ Organising and managing long documents with Outline view.
- ✓ Using the Navigation Pane to quickly find a place in a document.

Content

Level 3 - Advanced User

(1 day)

This level is aimed at experienced users who really want to push the boundaries and use all the key features of Word.

- ✓ Creating, sharing, and managing Styles.
- ✓ Using Heading styles to create a Contents List.
- ✓ Adding Calculations to tables (to create an invoice, for example).
- ✓ Using Section Breaks (to mix portrait and landscape sections or newspaper-style columns, for example).
- ✓ Using Fields to display key document parameters (such as the date, filename, author or document version).
- ✓ Using Cross-References within a document.
- ✓ Inserting Symbols and other special characters.

Continued...



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Level 3 - Advanced User (continued)

(1 day)

- ✓ Working with Bookmarks (as an aid to navigation).
- ✓ Using Hyperlinks to reference web pages and other documents (including jumping to a bookmark).
- ✓ Tracking and managing changes using the Reviewing Tools.
- ✓ Inserting, editing, and deleting Comments.
- ✓ Comparing and Merging two documents.
- ✓ Using Footnotes and Endnotes (to add supportive comments).
- ✓ Customising the Quick Access Toolbar and the Ribbon.
Only in versions 2010 and later.
- ✓ Creating a keystroke Macro.

Optional Subjects

Any of the following optional subjects can also be covered, depending on individual and business needs.

- ✓ Adding Equations to your document.
- ✓ Creating an Index, Bibliography or Table of Authorities.
- ✓ Working with Forms (including adding text boxes, checkboxes, and dropdown form fields).
- ✓ Working with Charts (including creating and saving a custom chart).

Bespoke Content

- 📖 If you want to mix subjects from different levels, we can do that.
- 📖 If you want to focus on specific areas within a level, we can also do that.
- 📖 If you want to use your own exercises (or suggest extra subjects) then we can usually do that too!

NB: if you can't find what you want here please contact us and we will be happy to discuss your specific needs (with no obligation).