

Microsoft Office Word Beyond the Basics or for the Self Taught User Course Outline



Course aims:

This course is designed for users of Word (any version) who want to go beyond the basic level. It will give delegates skills in creating more complex documents and speed up work.

Pre-requisites:

Delegates should have a working knowledge of Word (any version) and be familiar with basic screen elements, the mouse and have basic keyboard knowledge (speed not necessary). It would be helpful if delegates have attended the basics course or are self taught users.

Who should attend:

Word users concerned with speeding up their work, enhance the look and functionality of their documents.

Duration: 1 day

Revision of shortcuts	Setting defaults, formatting shortcuts, selecting / highlighting text and quick ways to move around documents
Formatting documents	Format paragraphs, change line or paragraph spacing, indent paragraphs, set margins, change the orientation of pages, create and use bullets, numbering and multilevel numbering
Section Formatting	Section breaks, headers & footers, header and footer document options
Text Automation	Create and use AutoText to save on repetitive typing. Edit, delete and print AutoText entries. Create and use styles. Create and use Templates.
Enhance documents using tables and page borders	Create, editing and enhance tables using borders and shading. Format tables using Tabs. Split a table and insert table row heading. Splitting a Tables. Add Page Borders
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