

Duration **2 days**

Overview

This course provides an introduction to Word and its basic features.

Recommended for

Staff who want to word process letters and short reports.

Prerequisites

Attendance on Clearer Thoughts' course ***Introduction to Windows*** or equivalent knowledge and skills namely:

- A knowledge of personal computer fundamentals
- Experience of working within the Windows environment
- A reasonable degree of keyboard proficiency
- Experience in using a mouse

Objectives

At the end of the training the delegate will be able to successfully:

- Enter, amend and save text
- Use Word toolbars and menus
- Use the clipboard, find and replace, find file, tabs and spellchecker
- Format fonts, paragraphs, borders and shading and bulleted and numbered lists
- Use AutoCorrect and AutoText options
- Insert headers and footers
- Print a document

using the documentation and support provided.

Modules covered in this course

- Getting Started
- Creating A Simple Document
- Basic Editing and Printing
- Formatting Text
- AutoCorrect Options
- Headers and Footers
- Graphics

Duration 2 days

Overview

This course will expand on basic Word skills and allow the user to create more sophisticated documents and document systems.

Recommended for

Staff who need to produce reports or use Word in conjunction with another application.

Prerequisites

Attendance on Clearer Thoughts' course **Word Introduction** or equivalent skills and knowledge namely:

- Entering, editing and printing a simple document
- Formatting fonts, paragraphs, borders, shading, and bulleted and numbered lists
- Using the clipboard
- Using autocorrect and autotext options
- Inserting headers and footers

Objectives

At the end of the training the delegate will be able to successfully:

- Use advanced formatting techniques including backgrounds and themes, special characters, symbols and dates
- Create, edit, copy and remove hyperlinks
- Insert, edit, format and sort tables, including the use of formulas and simple databases
- Create letters, envelopes, labels and e-mails using Mail Merge from existing and new data sources
- Create a multi-sectioned document and apply different headers and footers to the sections
- Create, modify and apply templates and styles
- Insert a table of contents

using the documentation and support provided.

Modules covered in this course

- Advanced Editing Techniques
- Tables
- Databases In Word
- Mail Merge
- Sections
- Templates
- Styles

Duration 2 days

Overview

This course will extend the user's knowledge of Word by introducing concepts which will allow them to create more complex documents and to automate commonly-used procedures.

Recommended for

Staff who are already using Word to produce reports and who want to be able to extend their knowledge and work more efficiently.

Prerequisites

Attendance on Clearer Thoughts' courses **Word Introduction** and **Word Intermediate** or equivalent skills and knowledge namely:

- Entering, editing, formatting and printing a variety of document types
- Using and customising Word toolbars and menus
- Inserting special characters, symbols and dates
- Creating, editing, copying and removing a Hyperlink
- Inserting, editing, formatting and sorting a table or simple database including the use of formulas
- Creating letters, envelopes, labels and e-mails using Mail Merge
- Creating, modifying and applying section breaks, templates, styles, headers and footers

Objectives

At the end of the training the successful delegate will be able to:

- Use different views to access and edit a document efficiently
- Include cross-referencing, captioning and an index in a document
- Create a document for review and alteration by other people
- Use a master document to create a long document from subdocuments
- Create a form using fields
- Use macros to automate common tasks

using the documentation and support provided.

Modules covered in this course

- Views
- Referencing
- Document Development
- Fields
- On-Line Forms
- Macros