

MICROSOFT WORD - "How do I"?

Topics for the experienced user

The course

Our flexible Word units are practical sessions giving you the opportunity to find out "how to do" something, and to develop your skills to maximise the use of more advanced Word operations.

We offer a range of topics which you can undertake individually, or "mix and match" in any combination. A workshop session covering topic(s) totalling up to 3½ hours will be in a morning or afternoon, with tea/coffee. Topics totalling 4+ hours, will be across a morning and early afternoon and will include light lunch. The maximum for one session will be 5½ hours, but topics can be spread across different workshop session dates.

Is it for you?

The training is aimed at people who have a good working knowledge of Word but want to learn new ways of doing things. You may be employed, or be looking for work, and need to improve and extend your Microsoft Word skills. Anyone who is going to be using Word at home is also welcome.

What to expect

Topic 1	Advanced Editing tools	Tips and tricks for creating accurate, consistent and professional documents and for tracking changes across multiple editors	2 hours
Topic 2	Customized pagination	Using Word tools to personalize the pagination features of multi-page documents	1½ hours
Topic 3	Importing information into Word	Incorporating objects and information from other sources and displaying effectively	1½ hours
Topic 4	Tables and Charts	Presenting information using tables and a variety of graphs, charts and diagrams	2 hours
Topic 5	Mailmerge	Creating & using mailing lists and merging with letters, other documents and labels	1½ hours

The outcome

After the session you will be able to:-

Topic 1	Advanced Editing tools	<ul style="list-style-type: none">– Utilize Custom Dictionaries, AutoCorrect, AutoFormat, Find & Replace, Format Painter and Word Count– Use Building Blocks to insert repeated text– Know how to utilize features such as columns; bullets and numbering; paragraph spacing; headers, footers & page numbering; special characters, symbols & fractions; format painter; track changes
Topic 2	Customized pagination	<ul style="list-style-type: none">– Utilize features such as automatic page breaks; headers, footers & page numbering; footnotes & endnotes; paragraph spacing; "newspaper-style" columns; horizontal dividers & page borders; table of contents
Topic 3	Importing information into Word	<ul style="list-style-type: none">– Import and format pictures, graphics, charts & graphs, and data files from other sources– Use Word Building Blocks to insert repeated text
Topic 4	Tables and Charts	<ul style="list-style-type: none">– Display and present data and information in a number of different ways - tabular form; charts, graphs and diagrams; text boxes with lines and arrows
Topic 5	Mailmerge	<ul style="list-style-type: none">– Create and edit mailing lists in Word or Excel– Create letters, documents and labels to be merged with a full mailing list or selected individuals– Prepare mailings for printing

What next?

- 1) Choose the topic(s) you would like to undertake.
- 2) Send an email to **moorsidetraining100@gmail.com** to let us know which topic(s) you are interested in.
- 3) A tutor will then contact you to discuss your requirements, give you information about the costs involved and options for dates/times for delivery of the training. There is a basic price for a 1½ hour and a 2 hour topic, then discounts are available for further topics delivered at the same session.
- 4) You will be under no obligation to enrol for the training at this stage.
- 5) If you decide to go ahead, you will be sent written confirmation of the agreed training schedule and cost, and information about how to book and pay.

Moorside Training

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