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## Microsoft Word Course Overview (all levels)

These courses run for 1 day each level, 09:30-16:30 but we are flexible with times to suit your requirements.

We are entirely flexible with the topics covered in our courses, we do recommend finding out what delegate's present abilities are to determine the level of course suitable for them. Usually asking them a few questions will accomplish this but we also supply training needs analyses forms on request that can be used for this purpose. Our trainers also question each delegate on the day to determine their specific training requirement.

All our courses are entirely hands on with each delegate using a computer that will enable them to work with real business scenarios. This way, those attending will gain a deeper understanding of their new skills and this will allow for improved production at work.

[Fundamentals of Word](#) | [Intermediate Word](#) | [Advanced Word](#)

### Fundamentals of Word

#### Course aims:

This course is designed to give an introduction to using Microsoft Word 2007. As the latest product from the stable, Word 2007 provides a new way to access commands from groups in a ribbon, unlike the drop down menus of earlier versions of Microsoft Office.

This course will give participants a good understanding of how to use quick ways to enter text, control formatting and editing of paragraph and page layout. It also looks at printing options. With time saving tips and tricks to get a professional finish to documents.

#### Course content

- Understanding the 2007 screen
- Using the Office button, Groups and the Ribbon
- Using Live Preview
- Getting help in Word
- Navigating through a document
- Controlling paragraph layout
- Adjusting the page layout
- Cut, copying and pasting paragraphs
- Spell checking your document
- Using tabs stops
- Creating a bulleted list

- Creating a numbered list
- Paragraph borders and shading
- Inserting Headers and footers
- Creating tables
- Using print preview and printing documents

**Intended audience:**

New or recent users of Word who want fast ways to get their work completed using tips and tricks, and to gain a good understanding of the Word 2007 commands in a short space of time.

**Assumed knowledge:**

A basic understanding of PCs, plus a basic knowledge of the Microsoft Windows operating system is required, gained either by previous experience or by attendance on a Windows User Introduction course.

**Intermediate Word****Course aims:**

This course is designed to build upon the skills already acquired in Microsoft Word.

This course will give participants a good understanding of automated entries of paragraph numbers, table of contents and content such as mail merge. Controlling document layout using section breaks, inserting columns and manage tables more effectively. Plus the ability to insert and manage shapes and diagrams.

**Course content**

- Automatic paragraph numbering
- Setting defaults in Word
- Understanding section breaks
- Controlling headers and footers using section breaks
- using Quick Parts to quickly insert content
- Working with the Building Block Organiser
- Inserting cover pages and watermarks
- Using and modifying styles
- Creating a table of content into your document
- Inserting columns and creating newsletters
- Controlling text flow around images
- Inserting shapes and smart art graphics
- Creating and modifying templates
- Using envelopes and labels
- Using mail merging and mailing labels

**Intended audience**

This course is essential for anyone who needs to produce professional looking documents as quickly and simply as possible. Controlling document entries and layouts,

**Assumed knowledge:**

It is essential that the delegate has successfully completed the Fundamentals of Word course or has gained similar knowledge within a working environment.

**Advanced Word****Course aims:**

This intensive course is designed to allow users to work with Word's advanced features. Step by step exercises will give participants the chance to make long, complex documents more manageable, share and track changes in documents and set up automated captions and cross references. Working with the styles organiser and create shared templates and to build and share forms.

**Course content**

- Using document styles to automate formatting
- Comparing two documents at a time
- Managing large documents with section breaks
- Handling different page layouts in a document
- Further use of controlling styles with the style organiser
- Using documents Outline view
- Working with sub and master documents
- Revision markers
- Using OLE to link with other applications
- Working with pictures and tables using captions
- Cross referencing document content
- Inserting a document index
- Creating macros to automate repeated tasks
- Creating shared templates
- Building and sharing document forms

**Intended audience**

Report writers, book authors and anyone working with long or complex documents that need to control document objects and layouts. People who want to build forms then share them with other users.

**Assumed knowledge:**

It is essential that the delegate has successfully completed the Word Intermediate course or has gained a comprehensive knowledge within the working environment.