

# Microsoft Word Foundation

## Intended Audience

This 1-day course has been designed for those proficient in using Windows. No previous experience in using word-processing applications is assumed. Delegates will learn the essential and most commonly used features of Word in order that they can create professional looking documents and reports. Delegates wishing to progress should also attend Microsoft Word Intermediate.

## Course Topics

- The Word Screen
- Opening, Closing, Saving Documents
- Getting Help
- Inserting, Amending, and Deleting Text
- Character and Paragraph Formatting
- Viewing and Printing Documents
- Setting up the Page
- Setting and Using Tabs
- Cut, Copy and Paste
- Find, Search, Replace Text
- Checking Spelling and Grammar
- AutoText and AutoCorrect
- Copying and Moving Text Between Documents and other Applications

## Office 2003/2007 Note

Where appropriate we offer both the above versions of the course. Please check which version you are using before booking your course. If you need help in doing this, please call us. Although the course content is much the same for either version of the course, the look and layout is very different in 2007 compared to previous versions. Any new features in 2007, appropriate to this level of the course, will be covered in the 2007 version of the course.

# Microsoft Word Intermediate

## Intended Audience

This 1-day course is the follow-up course to Microsoft Word Introduction. Delegates should be thoroughly familiar with the content taught on this course. The course reviews and builds on the techniques learned previously and concentrates on the productivity and document presentation features of Word.

## Course Topics

- Review of Introductory Topics
- Page Numbers, Headers and Footers
- Using Sections
- Newspaper-style Columns
- Creating and Modifying Tables
- Drawing Tables
- Borders and Shading
- Bullets and Numbering
- Working with Graphic Objects
- Using Mail Merge
- Creating Envelopes and Labels
- Using Word with Other Microsoft Applications

# Microsoft Word Advanced

## Intended Audience

This 1-day course is the follow-up course to Microsoft Word Intermediate. Delegates should be thoroughly familiar with the content taught on this course. The course reviews and builds on the techniques learned previously and concentrates on the Productivity, Customisation and Automation features of Word.

## Course Topics

- Working with Styles
- Creating & Using Document Templates
- Working with Text Boxes & Frames
- Drawing within Word Documents
- Using the Outlining Feature
- Sorting Text in Tables & Columns
- Creating a Table of Contents
- Using Revision Marks
- Using the Word Form Feature
- Using Macros for Automation
- Creating Customised Toolbars
- Assigning Macros to Toolbars
- Creating Custom Menus.