

COURSE SPECIFICATIONS

MS Word Introduction



DURATION

2 days

PREREQUISITES

Good Mac or PC skills
Knowledge of Windows

OVERVIEW

This intensive course is designed to give an introduction to Word. As the latest product from the Microsoft stable, Word provides the same style of easy-to-use menus as the rest of the MS Office suite. This entirely 'hands on' course will give participants a good understanding of text production, editing and printing including mailmerge, columns and tables.

COURSE CONTENT

GETTING STARTED

Starting Word; Word Opening Screen
Title & Menu Bars: Toolbars; Standard Toolbar
Scroll Bars; Scroll Bar Buttons; Status Bar
Browse Selection Menu; Office Assistant
Menus; Speedkeys; Sub-menus; Dialog Boxes
Dialog Box Elements; Getting Help;
Context Sensitive help; Exiting Word

CREATING DOCUMENTS

Creating a new document; Entering Text
Saving Documents; Saving Files Automatically
Closing a Document on Screen
Opening an Existing Document; Deleting Files

EDITING DOCUMENTS

Moving around the Document; Scrolling
Selecting Text; Insert & Overtyping Modes
Typing Replaces Selection; Deleting Text
Undoing Incorrect Edits; Entering the Date

FORMATTING PARAGRAPHS

Changing Paragraph Layout;
Displaying Paragraph Marks; Aligning Paragraphs
Line & Paragraph Spacing
Removing Paragraph Formats

TABS

Setting, Moving & Deleting Tabs
Setting Default & Bar Tabs; Leader Characters

INDENTS, MARGINS & OIENTATION

Indenting Text; Setting Page Margins
Landscape Printing & Paper Size
Paragraph Numbers & Bulleted Lists
Automatic Bullets & numbering
Applying Bullets & Numbering to Text

BORDERS, LINES & SHADING

Adding & Removing Borders & Shading
Moving & Copying Text
Moving Text (Cut & Paste); using 'Drag & Drop'

PRODUCTIVITY TOOLS

Using & Deleting AutoCorrect; AutoFormatting
Inserting an AutoText entry into your Document
Spelling & Typing Error Check
Automatic spell Checking
Spell checking Selected Text or the Whole Document
Hiding Spelling & Grammar Errors
Brows, Go To, Find & Replace

DOCUMENT LAYOUT

Page Breaks; Controlling Page Breaks in Paragraphs
Numbering Pages; Formatting Page Numbers;
Headers & Footers
Section, Document & Column Formatting
Creating a New Section; Formatting Text into Columns
Setting Column Width; Adding Lines between Columns

VIEWING & PRINTING DOCUMENTS

Documents Views; Full Screen View; Zoom
Print Preview; Printing; Cancelling Print Jobs

MAIL MERGE

Creating a Main Document;
Merging Documents; Sercing for Data



TABLES

Creating a Table; Moving Aropung in a Table
Chaniging the Width of Colums & Rows
Table Alignment
Inserting & Deleting Columns & Rows
Merging Cells; Splitting Cells; Table Borders
Right Mouse Button Shortcut Menu

Course specifications

MS Word Advanced



DURATION

1 day

PREREQUISITES

Good Mac or PC skills

Working Knowledge of Word 97

OVERVIEW

Word 97 offers the power user many enhanced features and facilities including Tables, Outlining, Graphics, and mini-applications like WordArt. To make the most of this office productivity tool the need for professional training has never been greater. Being a workshop the participants will be encouraged to discuss individual requirements relevant to their working environment.

This course examines these new features as well as looking at the application as a whole.

COURSE CONTENT

TEMPLATES

Creating Documents from Templates

Creating and Modifying Templates

Switching Templates

FIELDS

Inserting Fields

Toggling between field codes and results

Updating Field Codes

Useful Fields: The Fill-in Field and the Formula Field =

MARCOS

What is a Macro?

Planning, Recording and Running a Macro

Editing a Macro

Assigning a Macro to a Toolbar, a Menu and a Shortcut Key

Copying a Macro

Deleting and Renaming a Macro

TOOLBARS

Displaying "Hidden" Toolbars

Floating and Docking Toolbars

Customising Toolbars

Creating a Toolbar

THE MENU BAR



EQUATION EDITOR

Working with the Equation Editor

FORMS

Creating and Filling in a Form

STYLES

Paragraph and Character Styles

Applying and Modifying Styles

Creating Your Own Styles

Applying Styles as you Type

LONG DOCUMENTS

Working in Outline View

Creating a Table of Contents and index

Bookmarks and Cross-reference

Footnotes and Endnotes

Auto Summarise

ADVANCED MERGING

Working with the Data Source

Using External Data

Sorting and Selection Records

Creating Label

SHARING DOCUMENT

Highlighting Text

Adding

Tracking Changes

Versioning

GRAPHICS

Inserting Clip Art and WordArt

Drawing and Manipulating Objects

Drawing an AutoShapes Objects

Changing Object Properties