

ARROW COMPUTER TRAINING

Telephone: 01827 61906

Email: enquiries@arrowtraining.co.uk

www.arrowtraining.co.uk

INTRODUCTION TO WORD – Stage 1 Course

Overview

Word processing is used to create, revise, and save documents for printing and future retrieval. This course will provide the skills needed to create, edit, and enhance standard business documents using Microsoft Office Word.

Prior Knowledge Requirements

Basic computer skills such as using a mouse, navigating through Windows and surfing the Internet.

The course covers the following areas:

Basics of Using Word

- Exploring the Word window
- Setting Different views
- Opening and Viewing a Document
- Creating new documents
- Entering Text
- Saving a Document
- Using Print Preview
- Printing a Document

Editing a Document

- Navigating through a document
- Different ways to Select Text
- Inserting and Deleting text
- Moving Text
- Copying options
- Using Undo and Redo
- Search and Replace

Formatting Text

- Change Font Styles
- Set Text Attributes
- Text Alignment

Formatting Paragraphs

- Add Borders and Shading
- Using Tabs to Align Text
- Join and Split text to Paragraphs

What's next?

Word Stage 2, the next course in this series, develops the student's Word knowledge by covering areas such as using templates and styles, further features of word tables, advanced page layout tools and word auto features. The course will also explore the principles of mail merge.

Tables

- Inserting a table
- Changing column widths and row heights,
- Inserting new columns and rows
- Distributing columns and rows evenly
- Merging and splitting cells
- Applying table formatting

Page Layout

- Setting Page Breaks
- Using Page Setup
- Apply a Page Border

Proofing a Document

- Check Spelling and Grammar
- Word Count
- Using the Thesaurus
- Obtaining Help

Graphic Objects

- Add Symbols and Special Characters
- Insert Pictures and Graphics

File Management within Word

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INTERMEDIATE WORD – Stage 2 Course

Overview

With knowledge of the basic skills of using Word, the next step is to improve the quality of work produced by enhancing documents with more advanced Microsoft Word elements. This course shows how you can create advanced tables, create multipage reports, work with sections, use paragraph styles, document templates, create and run mail merges.

Prior Knowledge Requirements

Students should be able to use Microsoft Word to create, edit, format, save, and print basic business documents that contain text, standard tables, and simple graphics.

The course covers the following areas:

Templates and Styles

- Create a Document Based on a Template
- Create a Template
- Create a Text Style
- Modify Text Styles
- Applying Styles to text

Word Tables – Advanced Use

- Repeating heading rows
- Splitting a tables and cells
- Converting a tabbed list into a table
- Sorting table contents
- Using table formulae
- Features of the Tables and Borders Toolbar
- Nesting one table within another
- Drawing non-uniform tables
- Using tabs within tables

Advanced Page Layout Tools

- Add Headers and Footers
- Applying section and page breaks
- Page layout for sections
- Different Headers and Footers for sections
- Odd / Even Header and Footers
- Newspaper columns
- Applying column breaks
- Add watermarks to background

Word Auto Features

- Autocorrect
- Autoformat as you type
- Autocorrect Options Smart Tag
- Customising Auto Features
- Autotext (Word 2003)
- Building Blocks (Word 2007/10)
- Insert Fields Using Quick Parts (2007/10)

Mail Merge

- Using Mail Merge Helper.
- Creating a Main Document
- Creating a Data Source in Word.
- Merging Documents
- Merging to external data sources
- Mail Merge Envelopes and Labels
- Merge to email
- Sorting records
- Setting criteria for filters
- Printing features in a merge

Modifying Pictures

- Resize a Picture
- Adjust Picture Appearance Settings
- Wrap Text Around a Picture
- Create Text Boxes
- Link Text Boxes to Control Text Flow
- Draw Shapes
- Using WordArt
- Other Special Effects to Text

What's next?

Word Stage 3, the next course in this series, takes the student to advanced use of Word. This includes features such as using the referencing tools to add navigation, add additional information to documentation, create macros to eliminate repetitiveness and how to create and use forms. The course will also demonstrate how to link to other applications within the Microsoft Office Suite of programmes.

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ADVANCED WORD – Stage 3 Course

Overview

The Advanced course is the next step in exploring what Microsoft Word has to offer. The course is designed to introduce tools, which lend themselves to longer and more technical documents such as company reports. The course also covers the automating of some document processes by using Macros and Fields.

Prior Knowledge Requirements

This course is designed for people who want to gain skills necessary to manage long documents, collaborate with others, and secure documents. The main focus is to introduce users to more specialist areas of Word's functionality.

The course covers the following areas:

Tracking and Merging Document Change

- Using Compare and Merge Documents
- Mark Up
- Sending for Review
- Tracking changes
- Accepting and rejecting changes
- Features of the reviewing toolbar
- Saving versions
- Adding Comments

Revision of Using Styles and Templates

Summarising with Outline View

- Connecting outline levels to styles
- Promoting and demoting levels
- Showing and hiding outline levels
- Printing your outline
- The Document Map

Working with Long Documents

- Insert Blank and Cover Pages
- Tables of Contents
- Indexes
- Tables of Figures
- Footnotes and Endnotes
- Cross references
- Bookmarks

Creating Forms

- Creating a layout for your form
- Using Text, Checkbox and Dropdown form fields
- Locking a form

- Saving as a template
- Password protect forms

Using Word with Other Programs

- Link to a Microsoft Office Excel Worksheet
- Link a Chart to Excel Data
- Send a Document Outline to Microsoft Office PowerPoint
- Extract Text from a Fax
- Send a Document as an Email Message

Introduction to Macros

- Recording and Running Macros
- Basic Macro editing

Managing Document Versions

- Create a New Version of a Document
- Compare Document Versions
- Merge Document Versions

Securing a Document

- Update a Document's Properties
- Hide Text
- Remove Personal Information from a Document
- Set Formatting and Editing Restrictions
- Add a Digital Signature to a Document (Word 2007/10)
- Set a Password for a Document
- Restrict Document Access