

Microsoft® Word Online Training Sessions

These sessions are brought direct to your PC or laptop using GoToTraining. They are live Tutor Led sessions, where you can ask questions and practice, using the exercises provided, whilst the tutor is there to help. All you need is a broadband connection and ideally a headset.

These are all individual sessions and you can register for any one or all of them. If you want to register for more than one session, we recommend that you take them in their numbered order.

W1: Indents, Tabs & Para Numbering

Duration: 2 hours

Introductory level

- Understanding the Ruler Indent Markers
- Setting and Using Tabs
- When to use Tabs and when to use Tables
- Using and editing Automatic Paragraph Numbering (Outline)
- Creating a custom style of numbering
- Troubleshooting Automatic Paragraph Numbering.
- Multi-Level Numbering.

W2: Storing Paragraphs for Retrieval

Duration : 1 hour

Introductory level

- Building Blocks and QuickParts
- Creating a QuickPart Entry
- AutoText v Quick Parts
- Building Blocks & AutoText Storage
- Creating an AutoText Entry
- Inserting an Entry from the Keyboard
- AutoComplete
- Turning off AutoComplete

W3: Tables & Columns

Duration: 2 hours

Introductory level

- Creating and manipulating tables
- Troubleshooting tables
- Formatting a Table
- Setting tabs within a table
- Using formula in a table
- Working large tables that span pages
- Repeating the Headings on the next page
- Embedding an Excel Spreadsheet
- Using tables to create minutes of meetings
- Working Newspaper Columns

W4: Mail Merge

Duration: 2 hours

Intermediate level

- Creating the Letter and Address Files
- Merging the two to create individual letters
- What to do when things go wrong
- Selective merging – only merging to some of the addresses in the address file
- Merging to Labels
- Merging using records from Excel or Access
- Merging to Email

W5: Report Writing I

Creating Styles & Table of Contents

Duration: 2 hours

Intermediate level

- Understanding how styles work
- Styles: Formatting Automatically with Styles
- Applying Styles
- Modifying Styles
- Creating Styles
- Adding Styles to the default template
- Adding Paragraph numbering to styles
- Creating a Table of Contents automatically
- Updating a ToC

W6: Report Writing II

Headers & Footers, Section Breaks

Duration: 1½ hours

Intermediate Level

- Inserting a Header/Footer,
- Changing the Header/Footer half way through a document
- Changing the page numbering
- Numbering the second page in a document as Page One
- Having a different header/footer on the first page and/or odd and even pages
- Inserting fields within the header & footer.

W7: Editing a document whilst maintaining original text.

Duration: 2 hours **Advanced Level**

- What is Tracking
- Turn on Track Changes
- Editing a Tracked document
- Inserting a Comment
- Viewing the changes
- Using the Reviewing Pane
- Accept or reject changes made with revision marks
- Compare two copies of a document, to highlight differences.
- Combine multiple documents

W9: Creating & Using Templates

Duration: 2 hours **Advanced Level**

- The Normal Document Template
- Where are Templates Stored?
- Creating your own Templates
- Saving a Template
- Editing a Template
- Using Your Own Templates
- Creating a Template with fields codes that stop the cursor
- Different fields: Date, Filename, Author, Page Number, version
- An Introduction to Macros
- Creating an AutoNew Macro

W8: Creating Forms using dropdown lists and tick boxes

Duration: 1 hour **Advanced level**

- Creating a Form
- 2007/2010 Controls v Legacy Tools
- Inserting Fields (dropdown lists, tick boxes and text boxes)
- Setting Field Properties
- Protecting the Document
- Filling in an Online Form
- Saving Online Form Data only
- Printing Forms