

## Microsoft® Word Modular Training Sessions

Modular training takes the form of 1½ -2 hour sessions with a 15 minutes break between each.

- Modular training, does not take staff away from their desk for more than 2 hours.
- They only need attend the sessions/features which they will use.
- They can put what they have learned into immediate effect.
- It can be a problem solving session as well.

### 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