

## MICROSOFT WORD TRAINING

### General MS Office Overview

#### Introduction (1 day course)

- Word
- Excel
- Access
- PowerPoint
- Outlook

### Microsoft Word

#### Introduction (half day course)

- Creating a new document
- Saving as a number of different formats
- Formatting text
- Spell checking
- Using tables
- Inserting colour and images
- Inserting clip-art
- Using Word Art
- Using drawing tools

#### Intermediate (half day course)

- Using the Office Clipboard
- Inserting headers and footers
- Using auto text to enhance your documents
- Using text box's
- Creating hyperlinks
- Creating a web page
- Defining automatic document styles and formatting
- Using the thesaurus
- Using the word count facility

#### Advanced (1 day course)

- Using mail merge
- Inserting and editing organisational charts
- Using 'Paste Special'
- Using the 'Find and Replace' tool
- Using the 'Reviewing' tools
- Using and creating templates
- Password protecting your documents
- Backgrounds, borders and shading
- Understanding Tabs
- Linking tables to Excel spreadsheets

#### Costs:

All the above courses are priced at £200 per day, per person or £100 per half day, per person.

If you would like to book us to provide a training course for a number of people within your establishment, please contact us to discuss a reduced price.

#### Other information:

All attendees will be provided with course notes and an array of handouts. These documents can be used as manuals when working in 'the real world'. All training will include two trainers. One will deliver the training while the other will 'walk the floor' and give one-to-one support to individuals.

**Please contact us if you would like more information with regard to this service...**