
Course Overview

On this one-day programme we will look at the day to day functionality of MS Word from using shortcuts to more advanced features, placing an emphasis on the business and report writing functionality. Specifically, we will look at document layout from tabs and tables to maintaining effortless consistency through the use of styles and the automation of more time intensive tasks such as generating a table of contents. We will also troubleshoot the more frustrating topics such as achieving alternating headers, footers and page numbering.

Who should attend?

This course is suitable for those who are currently using MS Word on a regular basis but may never have attended formal training. It is also the next step for those who have already completed basic MS Word training and would like to explore further functionality available within MS Word. **Participants should have a good working knowledge of MS Word before attending this training. If this is not the case, please complete the Word Level One course prior to attending this more advanced programme.**

Overview of Basics

- ✓ Overview of Speed Keys from Level One to perform everyday tasks more quickly
- ✓ Quick Editing Tips
- ✓ Formatting Tips and Speed Key
- ✓ Using the Clipboard Task Pane to Move & Copy text.

Document Layout

- ✓ Setting Indents
- ✓ Setting and Using Tab Stops – How should they be used?

Document Control

- ✓ Page Breaks V's Section Breaks
- ✓ Changing the Page Setup including margin settings.

Headers and Footers

- ✓ Working with Headers and Footers
- ✓ Page Numbering
- ✓ Different First Page
- ✓ Odd and Even Headers and Footers
- ✓ Alternating Headers and Footers (Sections)

Tables

- ✓ Creating a table
- ✓ Formatting a table
- ✓ Inserting / Deleting Rows and Columns
- ✓ Resizing Columns
- ✓ Setting tabs in a table
- ✓ Borders and Shading in Tables
- ✓ Sorting within a table
- ✓ Calculations in tables

Enhancing Overall Document Appearance

- ✓ Cover Page
- ✓ Paragraph Borders and Shading
- ✓ Page Borders

Consistent Document Formatting & Table of Contents

- ✓ Working with existing Styles
- ✓ Creating, Modifying & Deleting Styles
- ✓ Organising Styles / Sharing Styles
- ✓ Inserting & Updating a Table of Contents.