

Word Courses Overview

To view the full details of courses please see the appropriate Course Outline.

Introducing Word

Is this course for me?

This is ideal for you if you are; a complete beginner, have a little knowledge; or haven't used Word in a while and want to brush up your knowledge.

What will I get from this course?

At the end of the course you will be able to quickly create, save, print and format documents.

Word Templates

Is this course for me?

In this course you will learn how to create and use templates.

What will I get from this course?

At the end of the course you will be able to save time and create uniform documents using templates.

Copy and Paste with Word Expert

Is this course for me?

You will learn how to copy and paste text, within the same document, a new document, link the text to another document, create a hyperlink to another document and link the documents

What will I get from this course?

At the end of the course you will be an expert in the copy and paste function.

Working with Large Documents or Reports

Is this course for me?

This course will show you how to manage large documents.

What will I get from this course?

At the end of the course you will quickly create professional reports.



Introducing Mail Merge

Is this course for me?

If you have to send out the same letter to people, do a mass mailing, or create labels mail merge will allow you to do this quickly.

What will I get from this course?

At the end of the course you will be able to create standard letters and labels using mail merge.

Advanced Mail Merge

Is this course for me?

If you are familiar with Word's mail merge function but need to personalise the mailings further, export to Outlook or customise the labels.

What will I get from this course?

At the end of the course you will be able to create customised mailings and labels.

Creating a Newsletter with Word

Is this course for me?

This course will teach you how to create newsletters or work with columns in a large document.

What will I get from this course?

At the end of the course you will be able create a newsletter with pictures and columns.

Using the Drawing Tools

Is this course for me?

If you need to add pictures, charts, shapes or designs to documents we will show you how.

What will I get from this course?

At the end of the course you will be able to add interest to your documents by inserting graphics.

How long is the course?

The course is one hour.



Introducing Word

Is this course for me?

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What will I get from this course?

At the end of the course you will be able to quickly create, save, print and format documents.

How long is the course?

The course is one hour.

What do I need to know before I start?

- How to use a mouse

Course Content

- Opening and closing Word
- Creating, opening, saving and closing documents
- Overview of the Word screen – menus, task pane etc
- Setting margins
- Changing margins
- Using the spell check and grammar check
- Creating bold, italic and underlined text
- Changing the fonts and size of characters
- Using the Format Painter to apply formatting
- Aligning text to the margin, in the centre and right of the page
- Creating text with bullets
- Creating numbered lists
- Printing and changing print options
- Creating landscape documents



Word Templates

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What will I get from this course?

At the end of the course you will be able to save time and create uniform documents using templates.

How long is the course?

The course is one hour.

What do I need to know before I start?

- How to use a mouse
- You will need to be familiar with Word

Course Content

- Using existing templates
- Using library templates
- Installing Microsoft's add-in templates
- Creating custom templates
- Modifying templates
- Saving templates to the correct location
- Retrieving saved templates



Become a Word Copy and Paste Expert

Is this course for me?

You will learn how to copy and paste text, within the same document, a new document, link the text to another document, create a hyperlink to another document and link the documents

What will I get from this course?

At the end of the course you will be an expert in the copy and paste function.

How long is the course?

The course is one hour.

What do I need to know before I start?

- How to use a mouse
- Some familiarity with Word would be useful but not essential

Course Content

- Text selection shortcuts
- Basic copy and paste function
- Using Smart Tags
- Retaining the text's original format
- Adapting the format to the new document
- Creating an automatically updated link in a new document
- Pasting text as a hyperlink
- Collecting text with the clipboard
- Copying and pasting to Excel



Working with Large Documents or Reports

Is this course for me?

This course will show you how to manage large documents.

What will I get from this course?

At the end of the course you will quickly create professional reports.

How long is the course?

The course is one hour.

What do I need to know before I start?

- How to use a mouse
- You will need to be familiar with Word

Course Content

- Headers and footers
- Footnotes and Endnotes
- Page numbering
- Table of contents
- Table of Figures
- Paragraph control
- Page breaks
- Section breaks
- Comments
- Hyperlinks



Introducing Mail Merge

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What will I get from this course?

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How long is the course?

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Course Content

- Mail-Merge Data Sources
- How Data Files Work In A Mail Merge
- About Mail-Merge Fields
- Setting Up Mail-Merge Fields
- Working with Fields
- Merging Documents
- Controlling How Word Merges
- Selecting the Main Document
- Connecting to the Data File
- Previewing the Merge
- Working with Records
- Selecting Records
- Adding Fields
- Mail Merging Labels



Advanced Mail Merge

Is this course for me?

If you are familiar with Word's mail merge function but need to personalise the mailings further, export to Outlook or customise the labels.

What will I get from this course?

At the end of the course you will be able to create customised mailings and labels.

How long is the course?

The course is one hour.

What do I need to know before I start?

- How to use a mouse
- Familiarity with Mail Merge or attended the Introduction to Mail Merge

Course Content

- Using AutoText
- Using AutoFormat
- Inserting Automatic Date & Time
- Importing Data from different sources
- Restoring a Mail Merge Document to a Regular Document
- Matching Fields
- Merging to Outlook
- Adding Attachments to Email Mailings
- Using the Mail Merge Toolkit
- Creating Customized Labels



Creating a Newsletter with Word

Is this course for me?

This course will teach you how to create newsletters or work with columns in a large document.

What will I get from this course?

At the end of the course you will be able create a newsletter with pictures and columns.

How long is the course?

The course is one hour.

What do I need to know before I start?

- How to use a mouse
- Familiarity with Word

Course Content

- Creating newspaper columns
- Inserting pictures
- Wrapping text around pictures
- Column breaks
- Page breaks



Using the Drawing Tools

Is this course for me?

If you need to add pictures, charts, shapes or designs to documents we will show you how.

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- How to use a mouse

Course Content

- Adding Pictures, Clip Art, Shapes & Charts
- (Adding Smart Art - 2007)
- Customising Pictures
- Using Word as a drawing tool
- Working with shapes
- Adding text to shapes
- Inserting text boxes
- Linking text boxes

