Grapevine Computing

Microsoft Word – Formatting, Layout Techniques and Shortcuts

Duration: **One day**

Overview - The course highlights the many shortcuts that enable documents to be quickly created and formatted and techniques to speed up navigation are also introduced. The course will show how to use, amend and create your own bullet points, explain fully how to use the Format font and Format paragraph areas and show how to use tabs and tables. The course concludes with an exercise pulling together all the new techniques used.

Who Should Attend - This course is designed for either new users of Word or those who have primarily been using the system to create simple letters, memos or other documents.

Content

Getting Started

- ➢ Creating and saving Word documents
- ➢ Understanding the Word screen
- ➢ Different screen views
- ➢ Getting help
- ➢ Amending page orientation
- ➢ Changing margins

Creating Simple Documents

- ➢ Entering text
- ➢ Using word wrap around
- ➢ Aligning text
- ➢ Deleting, inserting text
- ➢ Inserting symbols
- ➢ Inserting the date and/or time

Using Bullet Points

- ➢ Adding bullet points
- ➢ Changing bullet points
- ➢ Creating your own bullet points
- ➢ Aligning bullet points

Error checking

- ➢ Using the spell checker
- ➢ Using the grammar checker
- ➢ Using copy and paste and cut and paste

Formatting Text

- ➢ Changing the style, colour and size of font
- ➢ Amending font features
- ➢ Using subscript and superscript
- ➢ Use format painter
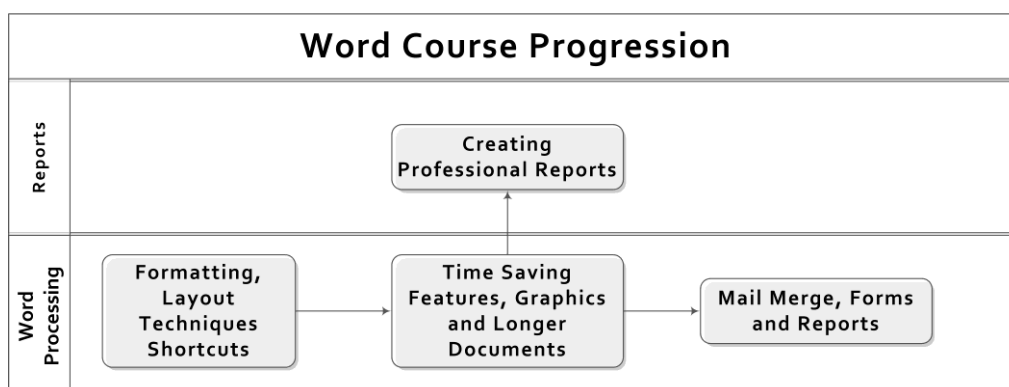- ➢ Changing case

Formatting Paragraphs

- ➢ Indenting text
- ➢ Adding paragraph spacing
- ➢ Adding line spacing

Printing

- ➢ Understand the print preview screen
- ➢ Understand the print dialog box
- ➢ Printing two pages on one sheet

Working with Tables

- ➢ Creating tables
- ➢ Moving around tables
- ➢ Deleting and adding rows and columns
- ➢ Merging and splitting cells
- ➢ Sorting data
- ➢ Using the tables and borders toolbar
- ➢ Formatting tables

Word Course Progression

Reports			
		Creating Professional Reports	

| Word Processing | Formatting, Layout Techniques Shortcuts | Time Saving Features, Graphics and Longer Documents | Mail Merge, Forms and Reports |

Grapevine Computing

Microsoft Word – Time Saving Features, Graphics and Longer Documents

Duration: One day

Overview - The course covers techniques designed to speed up your everyday use of Word. Techniques such as AutoCorrect and AutoText and templates show how text, pictures or everyday phrases can quickly be incorporated into other documents. The use of page breaks and page numbering is also covered as well as protecting documents. The use of "fillin" fields shows how document input can be greatly speeded up. The course also shows how to use the drawing tools to create posters or other graphic based documents.

Who Should Attend - Users should be familiar with the content of the previous course. The prime aim of this course is to introduce users to some of the many tools available within Word so that more professional documents can be created.

Content

Working with Templates

- Using existing Word templates
- Creating your own templates
- Editing and amending templates
- Using prompt fields in templates
- Adding date fields to templates

Time saving features

- Storing Autocorrect entries
- Storing AutoText entries
- Using AutoText entries
- Deleting AutoText entries
- Printing AutoText entries
- Finding and replacing text
- Using Quick Parts
- Modifying the Quick Access Toolbar

Using the Drawing Tools

- Adding WordArt
- Using SmartArt
- Adding shapes
- Formatting shapes

- Using Text boxes

Managing Files

- Using the properties box
- Adding passwords to confidential documents

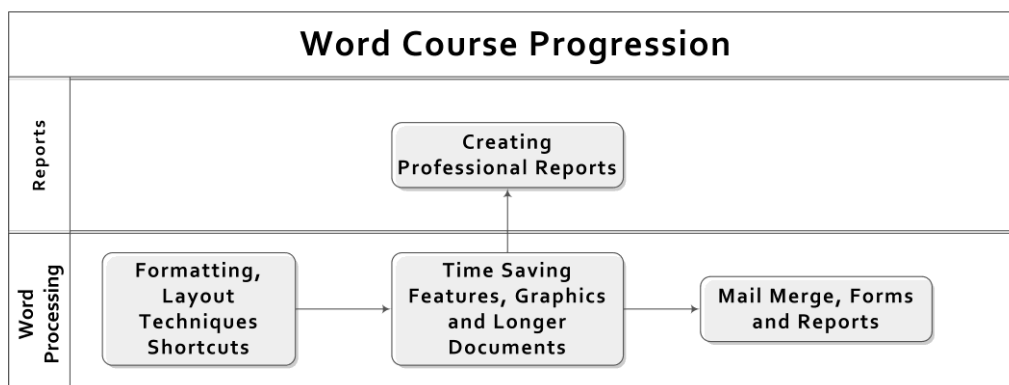### Working with multi page documents

- Inserting page breaks
- Adding headers and footers
- Adding page numbers

Columns

- Creating columns
- Adjusting column length and layout
- Adjusting the spacing between columns
- Using Drop Caps

Working with Tables

- Changing table properties
- Simple calculations
- Sorting data
- Using the draw table facility
- Using tables to incorporate spreadsheets

Word Course Progression

Reports	Creating Professional Reports
Word Processing	Formatting, Layout Techniques Shortcuts → Time Saving Features, Graphics and Longer Documents → Mail Merge, Forms and Reports

Grapevine Computing

Microsoft Word – Mail Merge, Forms and Reports

Duration: One day

Overview - This course covers mail merge to speed up mailing of large number of letters. The use of forms is shown to allow online completion of surveys and well as some techniques necessary for longer documents such as endnotes, footnotes, tables of contents and index. The delegate is also shown how work with pictures as well as having the opportunity to use macros within word to speed up aspects of their work.

Who Should Attend – This course is ideal for anyone who needs to use Microsoft Word for a wide range of tasks or wants to be aware of the capabilities of the package.

Content

Working with Long Documents

➢ Using outlines to create documents
➢ Applying built in styles
➢ Creating styles
➢ Modifying styles
➢ Adding and working with bookmarks
➢ Adding footnotes and endnotes
➢ Moving through long documents
➢ Adding an index
➢ Adding a table of contents

Mail Merge

➢ Working with data sources from Word, Access or Excel
➢ Create letters and labels
➢ Adding merge fields to documents
➢ Adding If.. then.. else word fields to documents
➢ Extracting source data according to criteria

Working with Pictures

➢ Adding pictures or clipart
➢ Working with the Picture toolbar
➢ Working with pictures and text

Working with Forms

➢ Adding checkboxes
➢ Adding drop down lists
➢ Adding text fields
➢ Protecting and saving as template

Automating your work

➢ Create simple macros
➢ Running macros
➢ Assigning macros to toolbars (2003)
➢ Assigning Macros to shortcut keys (2003)
➢ Assigning Macros to the QAT (2007)
➢ Viewing VBA code
➢ Using the Quick Access Toolbar (2007)

Word Course Progression
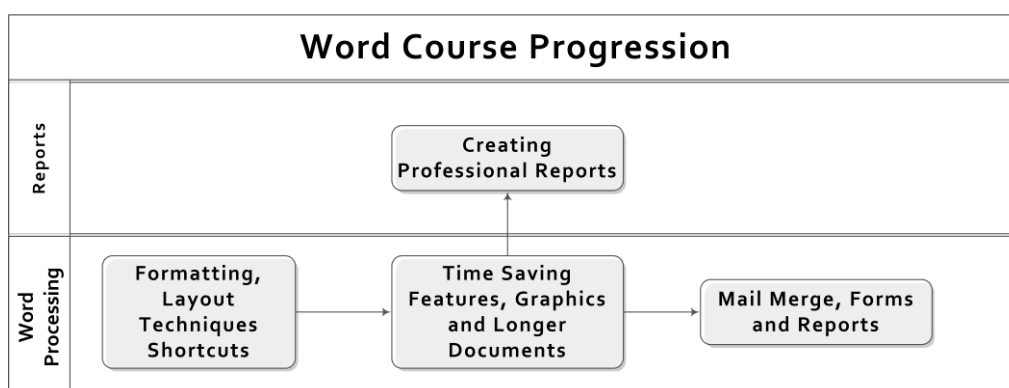
Grapevine Computing

Microsoft Word – Creating Professional Reports

Duration: One day

Overview - This hands-on course is designed to show you how to create reports, manuals or other long documents. During the course, you will set up a document for double sided printing, set up different styles of page numbers, (for instance roman numerals for the table of contents and standard numbering for the body of the report), it will show you how to create different headers and footers to identify individual chapters. You will also learn how to create your own unique heading styles and incorporate these into a table of contents. You will learn how to modify the style of table of contents and create an index. The course will also cover inserting extra elements into the document such as text documents from other applications, graphs, spreadsheets, pictures, organisational charts. In short, this course covers all you need to know to create a professional looking report or manual.

Who Should Attend – Ideally you would have already completed the Intermediate Microsoft Word course and/or have a good understanding of the programme. This course is ideal for anyone who has to pull together comprehensive reports or other long documents.

Content

Setting up long documents

- Using mirror margins
- Using a gutter
- Creating section breaks
- Different headers and footers to reflect chapter headings
- Applying built in styles
- Create unique heading styles
- Modify heading styles
- Moving through long documents
- Using the document map

Referencing a document

- Create table of contents
- Modify table of contents
- Using your own heading to create a table of contents
- Create indexed elements
- Add an index
- Add endnotes and footnotes

Using screen prints

- Using the snipping tool
- Creating screen prints
- Saving screen prints as jpg images
- Modify a screen print

Inserting Objects

- Insert spreadsheets
- Insert pictures
- Insert organisational charts
- Insert SmartArt (2007)
- Insert Process Flow Objects

Working with objects and text

- Change object properties
- Add borders to objects
- Wrap text around objects
- Layer objects
- Using character spacing
- Using line spacing
- Keep headings with text
- Avoid widows and orphans

Word Course Progression

Reports			
		Creating Professional Reports	
Word Processing	Formatting, Layout Techniques Shortcuts	Time Saving Features, Graphics and Longer Documents	Mail Merge, Forms and Reports