Computer Training
WALES.CO.UK

www.computertrainingwales.co.uk

IT Courses

Courses

Engineering Courses

Microsoft Word - Beginner

Our Word courses are for individuals who are responsible for producing complex documentation as part of their everyday job.

Course Outline

This beginners Microsoft Word 365 course in Bridgend will allow you to produce clear, professional documents in an easy format. This course will give you a complete overview of Microsoft Word core features with guidance from our expert trainer. You will learn best practice for controlling document layouts and themes, as well as how to use templates, charts and tables.

Content

- Navigate the Word environment
- Create professional looking documents
- Utilise the mailmerge features
- Explore the various user interface elements
- Use galleries to apply design features
- Customise the environment
- Apply quick styles to format documents
- Adding/removing page breaks
- Apply document themes
- Use SmartArt for flow charts/illustrations
- Utilising template features
- Creating table of contents
- Inserting videos into Microsoft Word
- Add tables to a document
- Modifying table structures
- Formatting tables
- Set-up header/footers
- Saving & opening files
- Proofing the document
- Utilising the thesaurus
- Setting up a mail merge
- Merging to lists
- Creating a selective mail merge
- 3D Objects

Who is this course for?

This course is suitable for complete beginners with little or no experience of Microsoft Word. It is also suitable for people who have some experience but no formal training who would like to learn best practice of learning Microsoft Word.

Duration
1 day

Microsoft Word - Advanced

Our Word courses are for individuals who are responsible for producing complex documentation as part of their everyday job.

Course Outline

This course will teach you the features within Microsoft Word to automate long documents, reports and contracts. Adding captions to graphics and cross references and paragraph numbering in the text are very useful, such as the automatic table of contents. This course focuses on those features which allow you to control your document, making future editing much easier.

Content

- Edit and update key information
- Create macros to automate processes
- Speech recognition
- Password protecting documents
- Protect confidential documents
- Format longer documents consistently
- Creating an automatic table of contents
- Using document styles
- Creating new styles
- Advanced editing of style sheets
- Managing large documents with breaks
- Handling different page layouts
- Starting & stopping headers/footers
- Controlling page numbering
- Newspaper columns and newsletters
- Inserting graphics
- Inserting charts and managing text
- Adding captions and cross references
- Multiple versions of a document
- Revision markers
- SmartArt

Who is this course for?

This Microsoft Word 365 course in Bridgend is suitable for anyone who is responsible for producing long or complex documents. It will be very useful for anyone who produces reports, manuals or client-facing documents as well as those that wish to use some timesaving functions within Microsoft Word.

Duration
1 day

Computer Training WALES.CO.UK

✉ info@computertrainingwales.co.uk

📞 +44 (0) 1656 737349

🖥 www.computertrainingwales.co.uk

📍 Computer Training Wales
Llynfi Enterprise Centre
Heol-Ty-Gwyn Industrial Estate
Maesteg
Bridgend
CF34 0BQ

IT Courses

Courses

Engineering Courses