

Microsoft®

# Word Foundation

(Versions 2003, 2007, 2010)



## Course Outline

1 Day Course

### **INTRODUCTION**

Microsoft Office Word is Microsoft's powerful word processing program. With it, you can create professional looking documents of nearly any type. You can also add tables, charts, art, shapes, photos and much more. Best of all, it is simple and intuitive, so creating great documents is easy!

If you've never used Microsoft Word before, you're in for a treat. It can help you with lots of tasks, including faxes, letters, charts, posters, reports, papers, projects, and many more.

### **DELIVERY OPTIONS**

#### **Open Public Courses**

Facilitator led public courses are scheduled in an ever-growing list of locations across Australia, check our website for a venue near you!

#### **Consultancy**

Ideal for individual delegates who have a specific requirement from the software or where previous knowledge makes group training inappropriate. The pace and content can be adjusted to the individuals exact needs.

### **PREQUALIFICATIONS**

This course assumes the user understands the basic of using a Windows-based computer. Students should be comfortable using the keyboard, mouse and Start Menu. No previous experience with any versions of Microsoft Word is necessary.

### **OUR WORKSHOPS INCLUDE**

- Extensive Learning & Reference Guides provided on USB
- Participation in the full day workshop
- Refreshments and lunch at the workshop (at our venue)
- Provision of a computer laboratory (if required)
- Access to a Microsoft technical expert throughout and post the workshop

### **In-house workshops**

Company specific courses are available for organisations that have a group of employees who need training. These closed courses are ideal where tailoring of the standard course content is required. They typically provide cost benefits, particularly where 3 or more workshops are scheduled.

If you are unsure of your skill level, you can visit our website [www.softawarelearning.com.au](http://www.softawarelearning.com.au) and take our free online skills test.

### **OUTCOMES**

On completion, participants will be able to create edit and enhance business documents using Microsoft Word, They will learn to know their way around Microsoft Word, be able to open, save and close files, enter text, insert page breaks, cut, copy and paste information in and around documents, format fonts, pages and layout, print their work, and use the "find and replace" function.

Soft@ware Learning Pty Ltd – FLEXIBLE OFFICE TRAINING SOLUTIONS

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## **OUTLINE INCLUDES**

<b>INTRODUCTION TO MICROSOFT WORD</b> <ul style="list-style-type: none"><li>• What Is Word?</li><li>• Create A New Document</li><li>• Opening</li><li>• Saving</li><li>• Quitting And Closing</li></ul>	<b>PRODUCTION</b> <ul style="list-style-type: none"><li>• Page Setup Features</li><li>• Headers And Footers</li><li>• Bullet Lists</li><li>• Numbered Lists</li><li>• Borders And Shading</li></ul>
<b>NAVIGATING THE WORD INTERFACE</b> <ul style="list-style-type: none"><li>• Word Workspace</li><li>• Toolbars and Tabs</li></ul>	<b>EDITS</b> <ul style="list-style-type: none"><li>• Editing</li><li>• Cutting, Copying, Pasting</li></ul>
<b>FORMATS</b> <ul style="list-style-type: none"><li>• Formatting</li><li>• Font Formatting</li><li>• Paragraph Formatting</li><li>• Tabs</li><li>• Spelling</li></ul>	<b>CLIPART</b> <ul style="list-style-type: none"><li>• Adding clip art images</li><li>• Drawing Objects</li><li>• Word Art</li></ul>
<b>FIND REPLACE AND GO TO</b> <ul style="list-style-type: none"><li>• Finding Text</li><li>• Replacing Text</li><li>• Searching Items</li><li>• Go To</li></ul>	<b>PRINT</b> <ul style="list-style-type: none"><li>• Page Display</li><li>• Printing The Document</li></ul>



**Previous attendees were asked,**  
“For you, what was the most valuable aspect of the course?”

“Actually knowing what to do instead of bluffing my way through it!”

“Having a trainer there to answer any questions. Also doing exercises for each lesson”

“It has opened a lot of new options for me”

“Now I know what all the things on the toolbars are for”

Microsoft®

# Word Intermediate

(Versions 2003, 2007, 2010)



## Course Outline

1 Day Course

### **INTRODUCTION**

*Microsoft Office Word is Microsoft's powerful word processing program. With it, you can create professional looking documents of nearly any type. You can also add tables, charts, art, shapes, photos and much more. Best of all, it is simple and intuitive, so creating great documents is easy!*

*It can help you with lots of tasks, including faxes, letters, charts, posters, reports, papers, projects, and many more.*

*Designed to give you the finest document-formatting tools, Word also helps you easily organize and write your documents more efficiently, and stay within reach so you can capture your best ideas whenever and wherever they occur.*

### **DELIVERY OPTIONS**

#### **Open Public Courses**

Facilitator led public courses are scheduled in an ever-growing list of locations across Australia, check our website for a venue near you!

#### **Consultancy**

Ideal for individual delegates who have a specific requirement from the software or where previous knowledge makes group training inappropriate. The pace and content can be adjusted to the individuals exact needs.

### **PREQUALIFICATIONS**

This course assumes the user is familiar with Word or has completed the Foundation workshop. If you are ready to go beyond the basic functions of Word and explore some of the programs more exciting features, then this program is right for you..

### **OUR WORKSHOPS INCLUDE**

- Extensive Learning & Reference Guides provided on USB
- Participation in the full day workshop
- Refreshments and lunch at the workshop (at our venue)
- Provision of a computer laboratory (if required)
- Access to a Microsoft technical expert throughout and post the workshop

### **In-house workshops**

Company specific courses are available for organisations that have a group of employees who need training. These closed courses are ideal where tailoring of the standard course content is required. They typically provide cost benefits, particularly where 3 or more workshops are scheduled.

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### **OUTCOMES**

On completion, participants will be able to prepare documents using hyphenation, auto correct options, auto format functions, editing texts and paragraphs, using style functions and word templates, creating and modifying tables and columns in word, inserting and modifying graphics and textbox and using mail merge.


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## **OUTLINE INCLUDES**

<b>WORKING DIFFERENTLY IN WORD</b> <ul style="list-style-type: none"><li>• Saving document using different formats</li><li>• Using the Zoom</li><li>• Page views</li><li>• Controlling the display of items within Microsoft Word – Show/Hide</li><li>• Tracking &amp; Comments</li></ul>	<b>STYLES</b> <ul style="list-style-type: none"><li>• Applying styles</li><li>• Modifying styles</li><li>• Creating styles</li><li>• Using Outline View with header styles</li><li>• Viewing a document in Outline View</li></ul>
<b>CUSTOMISING WORD</b> <ul style="list-style-type: none"><li>• Modifying Word Options</li><li>• Saving documents to a preferred location</li><li>• AutoCorrect options</li><li>• AutoFormat as you type</li></ul>	<b>TEMPLATES</b> <ul style="list-style-type: none"><li>• Microsoft Word templates</li><li>• Creating a new template based on an existing document or template</li><li>• Create a new template</li></ul>
<b>TEXT &amp; PARAGRAPH FORMATTING</b> <ul style="list-style-type: none"><li>• Text editing</li><li>• Paragraph shading options</li><li>• Paragraph border options</li><li>• Auto Text</li><li>• Auto Correct</li></ul>	<b>GRAPHICS</b> <ul style="list-style-type: none"><li>• Inserting Shapes</li><li>• Reordering graphics</li><li>• Placing a graphic in front or behind text</li><li>• Modifying image colours and borders</li><li>• Grouping or ungrouping shapes</li><li>• Text wrapping options</li><li>• Word Art</li><li>• Inserting a watermark</li></ul>
<b>COLUMNS</b> <ul style="list-style-type: none"><li>• Creating multiple column layouts</li><li>• Additional column formatting options, width and spacing</li></ul>	<b>MAIL MERGE</b> <ul style="list-style-type: none"><li>• Starting the Mail Merge Wizard</li><li>• Using the Mail Merge Wizard</li><li>• Creating a mailing list</li><li>• Merging a mailing list to produce labels</li><li>• Merging a mailing list for envelopes</li></ul>
<b>TABLES</b> <ul style="list-style-type: none"><li>• Creating a table</li><li>• Converting Tabbed Text to a table</li><li>• Sorting data within a table</li><li>• Formulas and tables</li><li>• Merging and splitting cells within a table</li><li>• Excel to Word</li><li>• Modifying cell border width, colour &amp; style</li></ul>	 <p><b>Previous attendees were asked,</b> “For you, what was the most valuable aspect of the course?”</p> <p>“Personal assistance to all my questions”</p> <p>“The interaction was at each person’s level”</p> <p>“Extensive description of new functions, tables, shortcuts &amp; buttons”</p> <p>“All of the course was relevant and helpful”</p>

Microsoft®

# Word Advanced

(Versions 2003, 2007, 2010)



## Course Outline

1 Day Course

### **INTRODUCTION**

*Microsoft Office Word is Microsoft's powerful word processing program. With it, you can create professional looking documents of nearly any type. You can also add tables, charts, art, shapes, photos and much more. Best of all, it is simple and intuitive, so creating great documents is easy!*

*It can help you with lots of tasks, including faxes, letters, charts, posters, reports, papers, projects, and many more.*

*Designed to give you the finest document-formatting tools, Word also helps you easily organize and write your documents more efficiently, and stay within reach so you can capture your best ideas whenever and wherever they occur.*

### **DELIVERY OPTIONS**

#### **Open Public Courses**

Facilitator led public courses are scheduled in an ever-growing list of locations across Australia, check our website for a venue near you!

#### **Consultancy**

Ideal for individual delegates who have a specific requirement from the software or where previous knowledge makes group training inappropriate. The pace and content can be adjusted to the individuals exact needs.

### **PREQUALIFICATIONS**

This course assumes the user should have completed the Intermediate Word course, or be experienced users of most Word features. Advanced Word Training is for people who can already create documents, and want to add more sophistication and automation.

### **OUR WORKSHOPS INCLUDE**

- Extensive Learning & Reference Guides provided on USB
- Participation in the full day workshop
- Refreshments and lunch at the workshop (at our venue)
- Provision of a computer laboratory (if required)
- Access to a Microsoft technical expert throughout and post the workshop

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### **OUTCOMES**

On completion, participants will be able to produce highly professional documents using advanced features of Word, including field codes and fill-in forms, reference options, master documents and macros.

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## **OUTLINE INCLUDES**

<b>ADVANCED TOOLS</b> <ul style="list-style-type: none"><li>• Graphic Tools</li><li>• Table Tools</li><li>• Pre-Defined Graphics</li><li>• Diagrams &amp; Charts</li><li>• Displaying field codes</li></ul>	<b>LINKING &amp; EMBEDDING</b> <ul style="list-style-type: none"><li>• Embedding an Excel chart</li><li>• Linking to Excel</li><li>• Using Insert Chart Command</li></ul>
<b>FIELD CODES &amp; FILL-IN FORMS</b> <ul style="list-style-type: none"><li>• Inserting a field code</li><li>• Updating fields</li><li>• Editing and deleting fields</li><li>• Locking or unlocking fields</li><li>• Displaying field codes</li></ul>	<b>REFERENCES OPTIONS</b> <ul style="list-style-type: none"><li>• Table of Contents</li><li>• Adding a bookmark</li><li>• Creating an index</li><li>• Creating Footnotes</li><li>• Creating Endnotes</li><li>• Cross References</li></ul>
<b>FORMS</b> <ul style="list-style-type: none"><li>• What are fill-in forms?</li><li>• Creating and editing a form</li><li>• Editing and formatting fill-in form fields</li><li>• Protecting a fill-in form</li></ul>	<b>STYLES</b> <ul style="list-style-type: none"><li>• Creating</li><li>• Modifying</li></ul>
<b>MACROS</b> <ul style="list-style-type: none"><li>• Creating Macros</li><li>• Assigning to a button</li></ul>	<b>DOCUMENTS</b> <ul style="list-style-type: none"><li>• Master document</li><li>• Sub-documents</li><li>• Columns</li></ul>



**Previous attendees were asked,**  
“For you, what was the most valuable  
aspect of the course?”

“Linking & Embedding, creating forms and fields”

“Extremely good course and well presented”

“Relaxed style of our trainer, we weren’t afraid to ask questions”

“Table of contents, headings, macros”