skilltec training

Moving forward in knowledge and training

Microsoft Word
Training Course Brochure

Microsoft Word Training Course Brochure

Microsoft Word Level 1

Course Code	MSWDL1
Duration	1 day

Overview

During this course you will learn to create, edit and enhance standard business documents using Microsoft Word.

Audience

This course is designed for people who wish to learn the basic operations of Microsoft Word to perform their day-to-day responsibilities and who want to use the application to be more productive in their work.

Learning Objectives

By actively participating in this course, delegates will be able to:

▶ Navigate the Word program.
▶ Locate and use templates.
▶ Manipulate files.
▶ Use various formatting options and techniques.
▶ Manipulate graphics.
▶ Use 'find and replace'.
▶ Create a basic mail merge.

Pre-Requisites

To be successful in this course, you should be familiar with using personal computers and have used a mouse and keyboard.

You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs, navigate to information stored on the computer and manage files and folders.

Software Requirements for Virtual Classroom
Delegates will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses. Delegates may notice differences in their software if using a MAC.

Course Contents

▶ Starting to use Microsoft Word
▶ Using templates to create documents
▶ Manipulating text
▶ Text and paragraph formatting
▶ Borders and shading
▶ Tabs and styles
▶ Using design themes

▶ Page formatting
▶ Views and document navigation
▶ Tables
▶ Using Graphics
▶ Finding and replacing
▶ Using multiple open documents
▶ Mail merge

Microsoft Word Level 2

Course Code	MSWDL2
Duration	1 day

Overview

During this course you will create complex documents and build personalised efficiency tools using Microsoft Word.

Audience

This course is designed for people who are able to create and modify standard business documents in Microsoft Word but need to know how to create and modify complex business documents and customised Word efficiency tools.

Learning Objectives

By actively participating in this course, delegates will be able to:

- Customise Word.
- Use proofing and printing options.
- Use and manipulate advanced formatting techniques.
- Create and use sections.
- Use and create watermarks.
- Use advanced graphics options.
- Use advanced find and replace options.
- Create footnotes, endnotes, bookmarks and cross-references.

Pre-Requisites

To be successful in this course, we recommend you first attend the following course or have equivalent knowledge:

- Microsoft Word Level 1

Software Requirements for Virtual Classroom

Delegates will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses. Delegates may notice differences in their software if using a MAC.

Course Contents

- Proofing and printing
- Compatibility mode
- Advanced paragraph formatting
- Advanced picture manipulation
- Headers, footers and sections
- Watermarks
- Advanced table manipulation
- Manipulating Styles
- Text wrapping and pictures

- Columns
- Autocorrect
- Building blocks
- Advanced find and replace features
- Using paste special
- Captions
- Footnotes and endnotes
- Bookmarks and cross-references

Microsoft Word Level 3

Course Code	MSWDL3
Duration	1 day

Overview
During this course you will learn to create, manage, revise and distribute documents in Microsoft Word.

Audience
This course is designed for people who wish to gain the necessary skills to manage lengthy documents, collaborate with others and secure documents.

Learning Objectives
By actively participating in this course, delegates will be able to:

- Create and use master documents.
- Understand tracking and comments.
- Use compare and combine.
- Create an index and table of contents.
- Link, embed and create hyperlinks.
- Create and run macros.
- Create forms and fields.
- Use and create templates.
- Use advanced mail merge features.
- Create passwords and editing restrictions.

Pre-Requisites
To be successful in this course, we recommend you should be able to use Microsoft Word to create, edit, save and print business documents that contain text, tables and graphics. To obtain this knowledge we recommend you attend the following courses:

- Microsoft Word Level 1
- Microsoft Word Level 2

Software Requirements for Virtual Classroom
Delegates will need to have Microsoft Excel 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses. Delegates may notice differences in their software if using a MAC.

Course Contents

- Master documents with Word
- Tracking and comments with Word
- Comparing and combining documents
- Using a table of contents and index
- Linking and embedding within Word
- Using hyperlinks within documents

- Using macros in documents
- Word fields and forms
- Word templates
- Advanced mail merge technique
- Password and editing restrictions