



MICROSOFT WORD INTRODUCTION

Introduction to the Course

A two-day course aimed at delegates who are not familiar with Microsoft Word or who are converting to Office. Delegates will learn how to utilise all the main features in Word to prepare top quality documents.

Pre-requisites

Candidates do not need any knowledge of word processing, or require upgrading to Microsoft Office.

Course Content

Creating Documents

- Saving/Naming
- Closing/Opening

Formatting Text

- Font Size
- Bold/Italics/Underlining
- Character Spacing/Animations
- Further Attributes
- Defaults

Editing Tools

- Undo/Redo
- Cut/Copy/Paste
- Auto Correction
- Auto Complete
- Auto Text
- Format Painter

Using Help/Office Assistant

Headers/Footers

- General Settings
- Odd and Even
- Different First Page

Printing

- Preview/Editing In Preview
- Printing Issues
- Print What

Templates

- Using Different Types
- Creating/Editing/Deleting

Views

- Normal
- Page Layout
- Outline
- On Line

Margins

- Setting
- Adjusting
- Defaults

Paragraph Formatting

- Left Alignment
- Centre Alignment
- Right Alignment
- Justify
- Line Spacing 1, 1½, 2
- Indents/Bullets/Numbering
- Tabulations

Page Set-up

- Page Orientations
- Paper Size
- Paper Source
- Layout

Proofing Tools

- Spell Checking
- Grammar Checking
- Adding/Deleting to Dictionary

- Find and Replacing Text

Multiple Documents



MICROSOFT WORD INTERMEDIATE

Introduction to the Course

A One-day course aimed at delegates who are familiar with Microsoft Word or who are converting to Office. Delegates will learn how to use and enhance all the main features in Word to prepare top quality documents.

Pre-requisites

Candidates should have knowledge of word processing within Word, or require upgrading to Microsoft Office.

Course Content

Styles

- Creating
- Formatting
- Modifying
- Attaching
- Applying
- Heading Styles

Table of Contents

- Creating/Editing/Updating
- Styles

Table of Index

- Selecting Text/Editing/Updating
- Using Outline View

Columns

- Creating/Reviewing

Borders/Shading

- Drawing Tools
- Symbols

Text Boxes

- Word Art
- Clip Art
- Graphs

Form Fields

- Using/Creating/Updating
- Date Fields

Templates

- Using
- Creating/Editing/Deleting

Tables

- Creating
- Adding Rows/Columns
- Deleting Rows/Columns
- Merging Cells
- Formulae
- Borders and Shading
- Draw Table
- Repeat Headings
- Methods to create

Mail Merge

- Creating
- Data Source
- External Data Source – Excel/Access
- Mailing Labels
- Queries
- Sorting

Headers/Footers

- General Settings
- Odd and Even
- Different First Page
- Page Numbering

Bookmarks

- Creating/Using/Go To



MICROSOFT WORD ADVANCE

Introduction to the Course

A One-day course aimed at delegates who are familiar with Microsoft Word or who are converting to Office. Delegates will learn how to use and enhance all the main features in Word to prepare top quality documents.

Pre-requisites

Candidates should have knowledge of word processing within Word, or require upgrading to Microsoft Office. A desire to understand the Word environment and wanting to use the top facilities.

Course Content

Styles

- Creating
- Formatting
- Modifying
- Attaching
- Applying
- Heading Styles

Table of Contents

- Creating/Editing/Updating
- Styles

Table of Index

- Selecting Text/Editing/Updating
- Using Outline View

Columns

- Creating/Reviewing

Borders/Shading

- Drawing Tools
- Symbols

Text Boxes

- Word Art
- Clip Art
- Graphs

Form Fields

- Using/Creating/Updating
- Date Fields

Objects

- Organisations Charts

Linking Applications

- Excel Worksheets
- Updating/Breaking Links

Toolbars

- Creating/Editing/Placing Macros on

Templates

- Using
- Creating/Editing/Deleting

Tables

- Creating
- Adding Rows/Columns
- Deleting Rows/Columns
- Merging Cells
- Formulae
- Borders and Shading
- Draw Table
- Repeat Headings
- Methods to create

Mail Merge

- Creating
- Data Source
- External Data Source – Excel/Access
- Mailing Labels
- Queries
- Sorting

Headers/Footers

- General Settings
- Odd and Even
- Different First Page
- Page Numbering

Bookmarks

- Creating/Using/Go To/Comments
- Foot Notes/End Notes
- Captions

Macros

- Creating/ Editing/Running



MICROSOFT WORD VISUAL BASICS FOR APPLICATIONS

Introduction to the Course

A two-day course aimed at delegates who want to learn about VB for Applications within Word. The purpose of the course is to allow the delegates to gain an understanding of the Visual Basics environment.

Pre-requisites

Candidates do not need any prior knowledge of VBA but have a desire to learn of its potential, and have a good knowledge of the Word commands.

Course Content

Automating Repeated Tasks

- Making Macros do simple Tasks
- Recording and Running Macros
- Step by Step Recording
- Running the Macro
- Making Macros Easy to Use
- Assign to a Keyboard Stroke
- Assign to Toolbars and Menus
- Assign to a Button within a Spreadsheet
- Assign to a Graphic Item
- Editing a Recorded Macro

The VBA Environment

- Dealing with Properties
- Dealing with Modules
- Printing a VBA Module
- Customising VBA Modules
- Adding VBA Modules

Document Properties

- Document Properties
- Macro in Documents Properties

Using VBA Help

- Find Sample Code
- Copying Sample Code
- Bookmarks

Commenting In Code

- Adding Comments to Code

Creating Forms

- Adding Controls
- Using Draw Tools
- Create Commands
- Naming Convention
- Assigning Procedures
- Viewing Forms

Writing Code in New Modules

- IF Statements
- IF Then Else
- Next IF
- Do Loops
- Off Set Methods
- Cells/Range Methods

Document Events

- Activate Events
- Calculate Events
- Deactivate Events
- Stepping Through a Routine

Debugging

- The Immediate Window
- Using the Debug.Print Statement
- Error Handler

Document Open Procedure

- Finding Text Procedure
- Inserting Text Procedure