



Microsoft® Word Virtual Training Sessions

These virtual sessions are live, interactive tutor-led sessions, where you can ask questions and practice, using the exercises provided, whilst the tutor is there to help. Bitesize by design, you can chunk your learning to suit your specific needs and decide how many you want to do. For individuals or teams, virtual training gives you the freedom to receive training from wherever you are, from a specialist trainer.

W1: Formatting Fundamentals

Duration: 1¼ hours **Fundamentals**

- Font formatting
- Formatting paragraphs
 - Alignment
 - Line and paragraph spacing
- Show/hide non-printing characters
- The format painter
- Clearing formats

W2: Indents, Tabs & Bullets/Numbering

Duration: 1¼ hours **Fundamentals**

- Applying indents
- Setting tabs
- Using the ruler for tabs and indents
- Working with bullets and numbering

W3: Automatic features

Duration: 1¼ hours **Fundamentals**

- AutoCorrect
 - Adding & Editing AutoCorrect entries.
- AutoText
 - Creating an AutoText Entry
 - Inserting an AutoText Entry from the Keyboard
- AutoCorrect & AutoText Compared
- AutoComplete
 - Turning off AutoComplete

W4: Tables & Columns

Duration: 1¼ hours **Fundamentals**

- Creating and manipulating tables
- Setting tabs within a table
- Creating large tables that will span more than 1 page
- Repeating the headings on the next page

- Using tables to create minutes of meetings
- Using columns
- Comparing tables & columns

W5: Headers/Footers & Section Breaks

Duration: 1¼ hours **Intermediate**

- Creating a header/footer, when to use page and section breaks
- Changing the header/footer in a document
- Numbering documents, changing the page numbering within a document
- Numbering the second page in a document as page one
- Having a different header/footer on the first page and/or odd and even pages
Inserting fields within the header & footer

W6: Styles & Table of Contents

Duration: 1¼ hours **Intermediate**

- Styles: formatting automatically with styles
 - Applying & modifying styles
 - Creating styles & deleting styles
- Adding styles to the default template
- Creating a table of contents automatically
- Updating a table of contents

W7: Mail Merge

Duration: 1¼ hours **Intermediate**

- Sending out customised letters/emails using Word's Mail Merge feature
- Merging to Labels
- Merging from an Excel data source
- Selective merging – only merging to some records