

Grapevine Computing

Introduction to Word

Duration: One day

Overview - The course highlights the many shortcuts that enable documents to be quickly created and formatted; techniques to speed up navigation are also introduced. The course will show how to use, amend and create your own bullet points, explain fully how to use the Format font and Format paragraph areas and show how to use tabs. The course concludes with an exercise pulling together all the new techniques used.

Who Should Attend - This course is designed for either new users of Word or those who have primarily been using the system to create simple letters, memos or other documents. The prime aim of this course is to ensure users are equipped with the necessary skills to create professional looking documents by showing all the tools available to format font, layout paragraphs, amend bullet points and use tabs. Many shortcuts are introduced as well.

Course Content

Getting Started

- ★ Creating and saving Word documents
- ★ Understanding the Word screen
- ★ Different screen views
- ★ Getting help

Creating Simple Documents

- ★ Entering text
- ★ Using word wrap around
- ★ Aligning text
- ★ Deleting, inserting text
- ★ Inserting symbols
- ★ Inserting the date and/or time

Using Bullet Points

- ★ Adding bullet points
- ★ Changing bullet points
- ★ Creating your own bullet points
- ★ Aligning bullet points

Changing the page set-up

- ★ Amending page orientation
- ★ Changing margins

Error checking

- ★ Using the spell checker
- ★ Using the grammar checker
- ★ Using copy and paste and cut and paste

Formatting Text

- ★ Changing the style, colour and size of font
- ★ Amending font features
- ★ Using subscript and superscript
- ★ Use format painter
- ★ Changing case

Formatting Paragraphs

- ★ Indenting text
- ★ Adding paragraph spacing
- ★ Adding line spacing

Printing

- ★ Understand the print preview screen
- ★ Understand the print dialog box
- ★ Printing two pages on one sheet

Training available in Microsoft 2000, 2003 or 2007

Recommended follow-on courses: Intermediate Microsoft Word

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Intermediate Word

Duration: One day

Overview - The course covers techniques designed to speed up your everyday use of Word. Techniques such as AutoCorrect and AutoText and templates show how text, pictures or everyday phrases can quickly be incorporated into other documents. The use of page breaks and page numbering is also covered as well as protecting documents. The use of "fillin" fields shows how document input can be greatly speeded up. The course also shows how to use the drawing tools to create posters or other graphic based documents.

Who Should Attend - Users should be familiar with the content of the Introductory course or comfortable creating a basic Word documents. The prime aim of this course is to introduce users to some of the many tools available within Word so that more professional documents can be created.

Course Content

Working with Templates

- ★ Using existing Word templates
- ★ Creating your own templates
- ★ Editing and amending templates
- ★ Using prompt fields in templates
- ★ Adding date fields to templates

Time saving features

- ★ Storing Autocorrect entries
- ★ Storing AutoText entries
- ★ Using AutoText entries
- ★ Deleting AutoText entries
- ★ Printing AutoText entries
- ★ Finding and replacing text

Using the Drawing Toolbar

- ★ Adding WordArt
- ★ Using SmartArt (2007)
- ★ Adding shapes
- ★ Formatting shapes
- ★ Using Text boxes

Managing Files

- ★ Using the properties box
- ★ Adding passwords to confidential documents

Working with multi page documents

- ★ Inserting page breaks
- ★ Adding headers and footers
- ★ Adding page numbers

Columns

- ★ Creating columns
- ★ Adjusting column length and layout
- ★ Adjusting the spacing between columns
- ★ Using Drop Caps

Working with Tables

- ★ Creating tables
- ★ Moving around tables
- ★ Column and row properties
- ★ Changing table properties
- ★ Deleting and adding rows and columns
- ★ Merging and splitting cells
- ★ Simple calculations
- ★ Sorting data
- ★ Using the draw table facility
- ★ Using the tables and borders toolbar
- ★ Formatting tables
- ★ Using tables to incorporate spreadsheets

Training available in Microsoft 2000, 2003 or 2007

Recommended follow-on courses: Advanced Microsoft Word or Working with Long Documents

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Advanced Word

Duration: One day

Overview - This course covers mail merge to speed up mailing of large number of letters. The use of forms is shown to allow online completion of surveys and well as some techniques necessary for longer documents such as endnotes, footnotes, tables of contents and index. The delegate is also shown how work with pictures as well as having the opportunity to use macros within word to speed up aspects of their work.

Who Should Attend – This course is ideal for anyone who needs to use Microsoft Word for a wide range of tasks or wants to be aware of the capabilities of the package.

Course Content

Working with Long Documents

- ★ Using outlines to create documents
- ★ Applying built in styles
- ★ Creating styles
- ★ Modifying styles
- ★ Adding and working with bookmarks
- ★ Adding footnotes and endnotes
- ★ Moving through long documents
- ★ Adding an index
- ★ Adding a table of contents

Mail Merge

- ★ Working with data sources from Word, Access or Excel
- ★ Create letters and labels
- ★ Adding merge fields to documents
- ★ Adding If.. then.. else word fields to documents
- ★ Extracting source data according to criteria

Working with Pictures

- ★ Adding pictures or clipart
- ★ Working with the Picture toolbar
- ★ Working with pictures and text

Working with Forms

- ★ Adding checkboxes
- ★ Adding drop down lists
- ★ Adding text fields
- ★ Protecting and saving as template

Automating your work

- ★ Create simple macros
- ★ Running macros
- ★ Assigning macros to toolbars (2003)
- ★ Assigning Macros to shortcut keys (2003)
- ★ Viewing VBA code
- ★ Using the Quick Access Toolbar (2007)

Training available in Microsoft 2000, 2003 or 2007

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Working with Long Documents

Duration: One day

Overview - This hands-on course is designed to show you how to create reports, manuals or other long documents. During the course, you will set up a document for double sided printing, set up different styles of page numbers, (for instance roman numerals for the table of contents and standard numbering for the body of the report), it will show you how to create different headers and footers to identify individual chapters. You will also learn how to create your own unique heading styles and incorporate these into a table of contents. You will learn how to modify the style of table of contents and create an index. The course will also cover inserting extra elements into the document such as text documents from other applications, graphs, spreadsheets, pictures, organisational charts. In short, this course covers all you need to know to create a professional looking report or manual.

Who Should Attend – Ideally you would have already completed the Intermediate Microsoft Word course and/or have a good understanding of the programme. This course is ideal for anyone who has to pull together comprehensive reports or other long documents.

Course Content

Setting up long documents

- ★ Using mirror margins
- ★ Using a gutter
- ★ Creating section breaks
- ★ Different headers and footers to reflect chapter headings
- ★ Applying built in styles
- ★ Create unique heading styles
- ★ Modify heading styles
- ★ Moving through long documents
- ★ Using the document map

Referencing a document

- ★ Create table of contents
- ★ Modify table of contents
- ★ Using your own heading to create a table of contents
- ★ Create indexed elements
- ★ Add an index
- ★ Add endnotes and footnotes

Using screen prints

- ★ Creating screen prints
- ★ Saving screen prints as jpg images
- ★ Modify a screen print

Inserting Objects

- ★ Insert text
- ★ Insert spreadsheets
- ★ Insert pictures
- ★ Insert organisational charts
- ★ Insert SmartArt (2007)
- ★ Insert Process Flow Objects
- ★ Working with objects and text
- ★ Change object properties
- ★ Add borders to objects
- ★ Wrap text around objects
- ★ Layer objects

Formatting text

- ★ Using character spacing
- ★ Using line spacing
- ★ Keep headings with text
- ★ Avoid widows and orphans

Training available in Microsoft 2000, 2003 or 2007