# FP | TRAINING SERVICES

# Microsoft Office
## Word Courses

We come to your site to deliver the training courses

We bring all of the equipment required for the training

Every delegate receives course material to take away

Courses can be tailored to your requirements

| Microsoft Word Basic | Microsoft Word Intermediate | Microsoft Word Advanced |
|---|---|---|
| The course introduces you to the essential concepts required to produce basic business documents. This course is intended for individuals who want to gain an operational knowledge of working on Word. It is expected that you will have a certain basic knowledge of using a computer but no prior experience with Microsoft Word. | Our Microsoft Word Intermediate course builds on your prior knowledge and enables you to create more complex business documents using the programs customised elements. It is expected that you will have had a working experience and/or training within Microsoft Word prior to this course. | Our Microsoft Word Advanced course introduces the more intermediate user to customisation and efficiency tools to enable your business to grow, develop and become more streamlined. Previous training and a working knowledge of Word are needed before embarking on this course. |

**Microsoft Word Basic**

**Getting started**
Exploring the Word window
Creating and saving documents
Getting Help

**Editing documents**
Opening and navigating in documents
Automated tasks
Editing text
The Undo and Redo commands

**Moving and copying text**
Selecting text
Cutting, copying, and pasting text
Finding and replacing text

**Formatting characters and paragraphs**
Character formatting
Using tabs
Paragraph formatting
Advanced paragraph formatting

**Creating and managing tables**
Creating tables
Working with tables
Modifying tables

**Controlling page layout**
Creating headers and footers
Working with margins
Working with page breaks

**Proofing and printing documents**
Checking spelling and grammar
Previewing and printing documents

**Web features**
Saving documents as Web pages
Working with hyperlinks
E-mailing document

**Microsoft Word Intermediate**

**Working with sections and columns**
Creating and formatting sections
Working with multiple columns
Working with text in columns

**Formatting tables**
Table formatting basics
Borders and shading
Table AutoFormat
Drawing tables

**Working with Excel data**
Importing data and creating charts
Performing calculations in tables
Linking and embedding data

**Working with styles**
Creating styles
Modifying and deleting styles
Navigating in large documents

**Headers and footers**
Different headers and footers
Page numbering

**Printing labels and envelopes**
Labels and envelopes

**Working with graphics and objects**
Working with graphics and clip art
Inserting WordArt and symbols
Customizing the background
Using drawing tools

**Document templates**
Template basics
Creating templates

**Managing document revisions**
Tracking changes in a document
Working with comments
Comparing document versions

**Microsoft Word Advanced**

**Using Mail Merge**
Creating form letters
Working with data sources
Creating mailing labels

**Working with forms**
Creating forms
Modifying forms
Protecting and printing forms
Using digital signatures

**Working with large documents**
Master documents
Footnotes and endnotes
Indexes
Bookmarks and cross-references
Web frames

**Creating macros**
Recording and running macros
Modifying and deleting macros
Using macros in forms

**Customizing menus and toolbars**
Creating custom menus
Customising toolbars

**Using XML features in Word**
Working with XML

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Microsoft Office Specialist