



An Increasing Productivity course **Time saving features of** **Microsoft® Word**

Level: Stage 2

About this course

This course is primarily for people who already understand the fundamentals of working with Microsoft® Word and who now require an introduction to the Word functions that will increase efficiencies and save time.

Who should attend?

This course will suit people who now wish to use features that promote a more efficient use of time spent creating and formatting documents.

Learning objectives

By the end of this course, participants should be able to confidently:

- ✓ Use the Bullets and Numbering command to quickly format and update paragraphs within a document
- ✓ Present balanced columns of text and numbers using tables
- ✓ Control the format of a document using Section Breaks
- ✓ Repeat text or graphics at the top and bottom of each page using headers and footers
- ✓ Turn on automatic Page Numbering
- ✓ Use the Envelopes and Labels command to quickly print to stationery
- ✓ Create a mail merge
- ✓ Use templates to quickly create documents using a partially completed document
- ✓ Use Field codes to save time updating variable text, e.g. a Date field

Learning method

This course is designed to be instructor led. Instruction follows a “hands-on” approach. Each delegate will require a PC with Microsoft® Word software installed. The course can be complemented with user reference manuals (optional). Use of a whiteboard and data projector would be beneficial.

Course pre-requisites

This course is designed for users who are proficient at using the Microsoft® Windows environment, a mouse and keyboard and who already have the essential skills needed to create, format, edit, save and print Word documents.

Course duration

Course delivery consists of 8 hours hands-on tuition. This can be delivered in one session or 2 x 4hr sessions. Please note the duration is set for a maximum of 8 persons. If you are thinking of running this course for a smaller or larger group please contact us for confirmation of the required duration.

Skill check

The instructor will provide practical exercises and practice files. Delegates can request assistance when working through the exercises. The aim is to confirm a skill has been developed to ensure the learning objectives have been met, therefore, where ever possible delegates are encouraged to repeat the exercise unassisted.

Safety check

The instructor will explain the benefit of good posture with recommended safety checks to be made during the session and when working on a PC in general.

Course content

Topics covered in this course include the following:

Bullets and Numbering

- Inserting bullets
- Using numbering
- Creating sub-paragraphs

Tables

- Moving around a table
- Selecting in a table
- Inserting text into a table
- Inserting rows and columns
- Merging and splitting cells
- Deleting
- Changing column width and row height
- Resizing and moving a table

Section Breaks

- Understanding section breaks
- Inserting section breaks
- Formatting sections

Headers, Footers and Page Numbering

- Creating a header and footer
- Using section breaks with headers and footers
- Inserting and removing automatic page numbering
- Using section breaks with page numbering

Creating Columns

- Creating columns using the Columns tool and Columns command
- Changing column width
- Inserting column breaks

Printing Envelopes and Labels

- Printing an envelope
- Creating labels

Mail Merge

- Understanding mail merge
- Creating a mail merge
- Creating labels using mail merge

Templates and Protecting Documents

- Using templates
- Creating templates
- Template Wizards
- Password protecting a document
- Formatting restrictions
- Privacy options

Using Field Codes

- Inserting field codes
- Updating inserted fields
- The Field dialog box
- Working with field codes