

Word Introduction

1 Day (9am to 4pm)

Course Description

Word Essentials (Introduction)

You use Microsoft Word almost daily but you still find yourself struggling to make text behave the way you want it to. This course is designed to turn self-taught and new Microsoft Word users into confident, efficient and knowledgeable users that can create, edit, and professionally format simple Word documents such as letters, faxes, shorter reports, and similar documents.

Course Prerequisite: New, or self-taught and struggling Microsoft Word users. Knowledge of Windows basics and ability to use keyboard and mouse required.

Topics Covered

Editing Text

Moving The Cursor (Short Cuts)
Adding And Deleting Text
Replacing Text
Selecting Text (Short Cuts)
Selecting Vertical Blocks Of Text
Using Undo And Redo
Changing Views And Zoom

Move And Copy Text

Drag & Drop
Paragraph Move
Clipboard Cut, Copy, & Paste
Move And Copy Text Between Documents

Fonts & Attributes

Changing Case – UPPER, lower, Mixed
Changing Type Styles For Some Or All Of A Document
Sizing Text
Setting Default Font
Bold, Italic, All Underlining Options
Superscript And Subscript
Hidden Text

Paragraph Options

Left, Centre, Right, & Justify
Line Spacing
Indents – First Line, Both Sides, Hanging
Setting Tabs
. Dot Leader Tabs
Using The Ruler For Tabs And Indents (Short Cuts)

Bullets & Numbered Lists

Left Margin Bullets
Indented Bullets
Numbered Lists
Multi-Level Numbered Lists
Outline Numbering (Legal)

Page Setup

Margins
Paper Size
Paper Orientation
Paper Trays
Page Breaks, Manual And Automatic

Spell Check

Checking All Or Part Of A Document
Adding Words To The Custom Dictionary
AutoCorrecting Words

Save, Open, Close, And New

Saving Documents
Saving as a Template
Creating PDF files

Print & Print Preview

Printing Options
Number Of Copies, Pages, Etc.
Preview Options

More Information

For a complete course schedule, including prices, course dates and locations, please visit our web site at: www.Computer-Help.ca/Schedule.htm. To register for a course, call 416-494-4912 or register online at: www.Computer-Help.ca/Registration.htm

Computer Training Courses / SoftSkills Seminars / Access Database Development
Computer Help is a division of MPM Skills Development Inc.
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Classroom Locations: Toronto, North York, Mississauga, Newmarket



Word Intermediate

1 Day (9am to 4pm)

Course Description

Mastering Common Document Elements (Intermediate)

Once your documents get more than a page or two long, you need to examine the things one wouldn't necessarily want to do with a short memo, but that become more interesting if producing a longer or more unusual document. This course focuses on one of the most important of these techniques, section breaks. If you've ever had trouble with page numbers not working out, or headers and footers not doing what they're supposed to do, this is the course for you.

The other purpose of this course is to examine the things one wouldn't necessarily want to do with a short memo, but that become more interesting if producing a longer or more unusual document. If you create documents with tables, or foreign words, there are techniques in here that will assist you. As a mid-level Word user it is also time to start learning how to customize Word to your own personal needs rather than relying on Microsoft's guess as to how you approach your work.

Course Prerequisite: Word Introduction topics.

Topics Covered

Section Breaks

The Importance of Section Breaks
Defining Document Sections
Formatting Document Sections Removing Section Breaks
Inserting Section Breaks
Changing the Layout of a Section
Removing Section Breaks
Navigating Sections
Changing the Type of Section Break
Continuous Section Breaks
Protecting a Section - What is It?
Page Setup Summary

Headers and Footers

Header/Footer Toolbar
Creating and Editing
Page Numbering Options
Inserting Dates
Page Numbering
Different Odd and Even
Different First Page
Numbering the Second Page as Page 1

Headers and Footers and Section Breaks

Different Headers and/or Footers From Edge
Total Section Pages

Tables

Inserting A Table
Drawing A Table
Moving Cursor Within A Table
Entering Data
Selecting Within A Table (Short Cuts)
Adding Lines Before A Table
Adding And Deleting Columns/Rows
Setting Row Height
Adjusting Column Width
Adjusting Spacing Between Columns
Moving Columns And Rows
Using AutoFormat
Merging & Splitting Cells
Splitting A Table
Setting Headings
Adding Formulas
Converting a Table to Text

Borders & Shading

Adding to Tables
Adding To Paragraphs
Adding To Pages
As Part Of Header & Footer

AutoCorrect

Adding Entries
Exceptions
Using AutoCorrect for Symbols & Graphics
Using AutoCorrect to Add Abbreviations

Special Tricks

Format Painter to Copy Text
Inserting Dates
Using the Thesaurus

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Word Advanced

1 Day (9am to 4pm)

Course Description

Mastering Complex Documents (Advanced)

You've spent quite a bit of time getting good with Word, and your reward has been ever-more complicated documents and a role as the office's go-to person when someone is having problems with a document. Your major problem now is maintainability—producing documents that can be changed quickly by either yourself or someone else no matter how difficult the original work on it may have been. Word does not react well if you use short-document techniques in a longer document! This course looks at how to set up your work so that you can get it done, or how others can get it done following your lead, rather than having to wrestle with the computer.

Course Prerequisite: Understanding of Word Introduction and Intermediate topics.

Topics Covered

Table of Contents

Tagging Items for a Table of Contents
Creating the Table of Contents
Designing a Table of Contents
Altering Styles in a Table of Contents
Updating a Table of Contents

Creating an Index

Marking Entries
Creating the Index

Cross-referencing

Marking References
Inserting References
Updating

Bookmarks

Inserting Bookmarks
Jumping to Bookmarks

Graphics

Inserting Pictures
Changing Size and Shape of Pictures
Text Wrapping Options
Format Picture Toolbar Options
Positioning Pictures w/Text
Drawing Tools (Lines, Squares, Circles, AutoShapes)
Using WordArt

Styles

Creating a Style for Fast Formatting
Modifying Styles
Using Multiple Styles in a Document
Pre-Made Styles
AutoFormat a Document

Footnotes and Endnotes

Inserting

Document Compare

Combining documents
Tracking changes
Comparing versions of a file

Forms

Form Fields; Text, Check Box, Drop Down
Designing a Form
Protecting a Form
Filling In the Form

Templates

Creating a Template
Saving a Template for Future Use
Editing a Template

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Word 2007/2010 Upgrade

1 Day (9am to 4pm)

Course Description

The release of Office 2007 brought a major change in the way Word documents are made. With the new Ribbon interface both Office 2007 and 2010 approach many tasks, even the simplest ones, in a new way. If you're comfortable with older versions of Word, you may find yourself floundering for some time before you can become proficient in these new versions. Why not save yourself time and trouble by taking this course and getting Computer Help to show you how to transition to the new Office, rather than having to figure it out on your own?

Course Prerequisite: This course is *not* intended for beginners. An Intermediate or better knowledge of Word (versions 97, 2000, 2002 XP, or 2003) is essential.

Topics Covered

General

- New Interface
- The Office Button
- The Ribbon
- Customize Quick Access Toolbar
- Customize the Ribbon (2010)

Creating & Editing Documents

- Basic Formatting
- Using Templates
- Using Themes and Styles
- Cover Pages
- Page Layout Options
- Section Breaks
- Headers and Footers
- Page Numbering
- Improved Spell & Grammar Checker
- Mark as Final for Read-Only
- Viewing Documents

Graphics

- Inserting Pictures
- Drawing and Formatting Shapes
- New Tools for Formatting Graphics
- High-Impact Graphics with SmartArt
- Adding Screenshots (2010)

Creating and Editing Tables

- New Tools for Creating/Editing
- New Table Formats
- Shade Alternate Rows/Columns
- Creating Table Styles
- Quick Tables

Productivity Tools

- Mail Merge
- Adding Citations
- Managing Sources
- Adding Bibliographies
- Tables of Contents/Tables of Figures
- Sharing Documents
- Compare Documents
- Track Changes
- Add Balloons and Comments
- Use Repeated Elements with Building Blocks
- Add Digital Signatures

Saving and Converting

- Converting Existing Documents to 2007/2010
- Converting 2007/2010 documents to earlier versions
- Converting to PDF and XPS
- Reduced File Sizes
- Improved Corruption Recovery
- Document Information Panel

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