

Word 365 / 2019 Online Modules

90 Minute sessions

Overview

These 90 minute bit-size sessions designed to focus on specific aspects of Microsoft Word and will benefit anyone wanting a good understanding on these topics. Exercises are supplied and delegates will get a mix of watching and hands on activity.

Limited to a maximum of 8 delegates per session.

Course Contents (Approx 90 Mins with Q&A)

Basics

- Find/Replace/Go To
- Selecting words, lines, paragraphs
- Word counters
- Using different views
- Insert Date, Time, Characters & Symbols
- Text formatting - Font, Size, Colour, Change case, Character effects
- Spell check, Grammar & Thesaurus, Autocorrect
- Paragraph – Alignment, Spacing, Indent/Outdents
- Page Layout, Margins, Size etc.
- Page Borders & Shading
- Page breaks (soft and hard)
- Basic Headers and Footers
- Printing options

Indent v Tab & Bullets and Numbers

- 1st line, Hanging, Left/Right indents
- Increase/Decrease Indent or Tab
- Line spacing
- Non breaking hyphens & spaces
- Setting different Tab types
- Move/Change/Delete tabs
- Tabs with leader dots
- Auto Numbering / Bullets
- Changing bullet/number styles
- Restart numbering
- Watermarks

Working with Tables and Columns

- Tables: Insert/Delete Rows and Columns
- Merge/Split Table cells
- Table width and height
- Table alignment
- Drawing a table
- Table Borders and Shading
- Table Properties; Autofit; Sorting
- Converting Text to a Table
- Performing maths calculations
- Repeating Table Header Rows
- Creating newspaper style columns
- Formatting Columns
- Inserting Column Breaks and non-breaking spaces
- Balancing Newspaper Columns and Text flow options

Sections and Styles

- Understanding Sections
- Inserting Section Breaks – Next, Continuous, Odd/Even
- Changing Section page setup
- Sectional Headers and Footers
- Section page numbering
- Using Styles
- Create/use Paragraph styles and Character styles
- Modify and Organise styles
- Auto style updating

Headers & Footers and Templates

- Inserting Headers and Footers
- Page Numbering & Dates
- Controlling headers/footers
- Odd and Even headers/footers
- Different headers/footers in different sections
- Creating/Modifying/Applying a Template
- Creating a Template based on a document
- Creating a Template based on a template
- Copying styles between templates

Mail Merge

- Creating a form letter
- Creating a data source
- Use criteria to merge
- Importing data from Excel/Access
- Creating Envelopes and Mailing Labels

Graphics and Objects

- Clip Art, Images, Screen shots
- Move, Resize, Reset & Crop a Picture
- Changing the Image Control Settings
- Adjust Brightness and Contrast
- Adding Effects & Borders
- Align, Rotate, Group images
- Controlling Image Text Wrapping
- Creating Drop Caps and Watermarks
- Working with Inserted Objects
- Embedded v Linked objects
- Using an embedded Excel worksheet/chart
- Adding a Caption to an object
- Add/Remove caption labels
- Caption number formatting

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.

Blue = Introduction level

Yellow = Intermediate level

Orange = Advanced level

Managing Large Documents

- Creating a Table of Contents (TOC)
- TOC entries using Heading Styles
- TOC entries using Field Codes
- Updating and Formatting a TOC
- Create, View, Edit & Delete Footnotes & Endnotes
- Move/Copy Footnotes & Endnotes
- Creating Cross References to: a bookmark, numbered item, heading, figure, table, index
- Adding and using Bookmarks
- Creating an Index and an AutoMark file
- Generate/Modify/Update Indexes

Master Documents and Forms

- Creating a master document by creating sub-documents from headings
- Inserting sub-documents into a master
- Edit/Merge/Split/Delete/Unlink sub-documents
- Using text outline options
- Inserting and Formatting fields (dates, formula)
- Show/Hide field codes
- Updating & locking Fields
- Creating a Template with Fill in Fields
- Using and manipulating text fields, check boxes, drop-down menus
- Modifying form fields and displaying help
- Protecting a form