



Overview

At The IT Training Surgery we know that making time for learning new skills to improve your performance can be a challenge. We have developed a series of Microsoft Word Half Day Courses so that your teams can learn what they need in half day bursts.

Courses run at your premises and on your own computers.

Who should attend?

This course is for PA's, Administrative Assistants, Virtual Assistants, Office Managers and anyone who needs to create the same documents on a regular basis and wishes to make sure that formatting is consistent.

Requirements

Attendees must be confident in using the keyboard and mouse and be confident with the basics of Microsoft Word.

Aim

By the end of the course, you will be to create a template for those documents you create on a regular basis, and you will include styles and formatting so that the formatting takes care of itself.

What will I learn?

In particular you will be able to:

- Create, modify and use Heading Styles
- Set up a standard document template to include standard text and Heading Styles

- Use Keyboard Shortcuts to speed things up
- Use and create Building Blocks for standard blocks for text
- Create a template to include all standard items including Styles and a Table of Content

Time Table

Session 1

- Keyboard Shortcuts
- Quick Parts
- Apply built in Heading Styles
- Modify built in Heading Styles
- Create your own styles
- Create a style set
- Create a design theme

Session 2

- Create a Table of Contents
- Use Online View
- Create a template
- Save your template
- Create a document based on a template



Next step:

To find out more about this course and any others, call **020 8203 1774** or visit www.theittrainingsurgery.com