



## 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 use Tables and Mail Merge in Microsoft Word.

## Requirements

Attendees must be confident in using the keyboard and mouse.

## Aim

By the end of the course, you will be able to send a letter to a number of recipients.

## What will I learn?

In particular you will be able to:

- Use Keyboard Shortcuts to speed up common tasks
- AutoCorrect those regular spelling mistakes
- Use AutoText (Quick Parts) to add blocks of frequently typed text
- Create and modify tables
- Applying borders and shading to tables
- Use Table Styles

- Understand the Mail Merge Process
- Create the data source (the list you will write to)
- Create the data document (the document you are sending)
- Complete the merge

## Time Table

### Session 1

- Use Keyboard Shortcuts
- Add spellings to Autocorrect
- Create Autotext entries (Quick Parts)
- Create and modify a table

### Session 2

- Create the list of names and addresses in a Word table
- Use an Excel Spreadsheet as the data source
- Build the document with Merge fields
- Complete the merge



## Next step:

To find out more about this course and any others, call **020 8203 1774** or visit [www.theittrainingsurgery.com](http://www.theittrainingsurgery.com)