



## Overview

At The IT Training Surgery we know that making time for learning new skills to improve your performance can be a challenge. Courses run at your premises and on your own computers.

## Who should attend?

Anyone who has used Word before to create and alter text and page layout.

## Requirements

Delegates must be confident in using a keyboard and a mouse. Additionally you must have used Word before and be familiar with basic text formatting, cut/copy/paste, simple page layout, simple headers and footer and creating and altering tables

## Aim

By the end of the course you will be able to create a template to automate your work. This will include styles, table of contents, index and word fields. You will also be able to create bookmarks and hyperlinks to other documents.

## What will I learn?

In particular you will be able to:

- Improve the layout of your text and page
- Use, create and amend standard automated documents
- Use and create consistent headings
- Create a list of the contents of the document with page numbers
- Move very quickly around long documents

- Use a particular view of your document that lets you choose to work with parts of the document
- Track any amendments that happen in a document

## Time Table

### Session 1

- Speeding up your work
- Keyboard shortcuts
- Styles

### Session 2

- Tables of Content & Outline view
- Create a table of content from styles
- Document Map and Navigation
- Edit using outline view

### Session 3

- Headers & Footers using StyleRef
- Cross Referencing
- Hyperlinks, Bookmarks, Footnotes & Endnotes
- Page Numbering

### Session 4

- Fields & Track Changes
- Create Templates
- Add the Create Date Field
- Add fill-in fields & Track Changes



## 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)