



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 simple documents.

Requirements

Delegates must be confident in using a keyboard and a mouse. Additionally you must have used Word before and be familiar with entering text, basic text formatting, cut/copy/paste and simple page layout (see our Word Essentials outline)

Aim

By the end of the course, you will be confident in going beyond the basic features of Word to improve text and page layout of your documents and create personalised mailings to groups of people.

What will I learn?

In particular you will be able to:

- Use keyboard shortcuts to improve your speed with certain tasks
- Automatically put 'standard' text into your documents with one press of the keyboard and correct your most regular typing errors
- Alter the position and layout of your text
- Create a list with automatic numbers on more than one level

- Lay text out in columns with borders and using shading
- Create personalised mailings and labels to groups of people using names and addresses

Time Table

Session 1

- Keyboard Shortcuts
- AutoCorrect
- AutoText
- Headers and Footers
- Inserting a Filename

Session 2

- Page set-up
- Section Breaks
- Indenting
- Tab Leaders
- Outline Numbering

Session 3

- Creating and Editing Tables
- Applying Borders and Shading to Tables
- Table AutoFormatting

Session 4

- Creating a Data Document
- Creating a Main Document
- Creating a Mail Merge
- Creating Labels in Mail Merge



Next step:

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