

DURATION: One day Tutor-led groups at your premises

SUITABLE FOR: This course is for anyone who wants to develop their skills to work more effectively with Microsoft Office Word.

Aims & Objectives

- You will learn how to take control of the document structure, learn how to run a mail merge and learn how to save a document as a template.

Pre-Requisites

- Before starting this course, it is recommended that you take the Microsoft Office Word Level 1 course.

About this Course

Introduction & Workshop Objectives

Lesson 1: Customising Tables and Charts

- Sort Table Data and Control Cell Layout
- Perform Calculations in a Table
- Create a Chart

Lesson 2: Customising Format with Styles and Themes

- Create and Modify Text Styles
- Create a Custom List
- Apply Document Themes

Lesson 3: Using Images in a Document

- Resize an Image
- Adjust Image Appearance and Wrap Text
- Insert and Format Screenshots

Lesson 4: Creating Custom Graphical Elements

- Create Text Boxes and Draw Shapes
- Add WordArt and other Text Effects
- Create Illustrations with SmartArt Graphics

Lesson 5: Inserting Content using Quick Parts

- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields using Quick Parts

Lesson 6: Controlling Text Flow

- Control Paragraph Flow
- Insert Section and Column Breaks
- Link Text Boxes to Control Text Flow

Lesson 7: Using Templates to Automate Document Creation

- Create a Document using a Template
- Create a Template

Lesson 8: Using Mail Merge

- The Mail Merge Feature
- Merge Envelopes and Labels
- Create a Data Source using Word

Lesson 9: Using Macros to Automate Task

- Automate Tasks using Macros
- Create a Basic Macro



For more information or to book please call **020 7256 6668** or email enquiries@gbclearning.co.uk