



# Microsoft Word Training

These learning modules can be delivered as outlined or can be tailored to meet your specific requirements.

---

## Word 1: Tips and Tricks for Everyday Word Users

### Description

Learn things that will save you time every day and help you produce Word documents without hassle. Never make the same mistake again, develop your own shorthand system, understand why things go wrong and apply multiple formats at the same time and more!

### Learning Outcomes

By the end of this workshop, you will be able to:

- enter text faster and more accurately
  - work with tabs and indents
  - resolve issues with bullets and numbering
  - format text with styles
  - create your own style sets, font sets and colour sets
  - create a Microsoft Office theme
  - edit and format text efficiently
  - track changes in documents
  - insert charts and pictures into a document and control the text flow around them
  - identify and resolve problems with documents.
- 

## Word 2: Communicate with Mail Merge

### Description

Mail merge lets you communicate the same information to a group of people. In this three-hour practical course you will create mail merge letters, labels, envelopes and email messages based on 'intelligent' data sources. You will also sort, filter and query data sources and include Word fields to customise the message.

### Learning Outcomes

By the end of this workshop, you will be able to:

- create mail merge letters, labels and email messages
- design and create an 'intelligent' data source
- sort and filter data sources
- create one mail merge document that produces letters with customised messages for different groups of recipients
- create a merge document that prompts the user for variable text as the data is merged
- include merge record numbers in mail merge letters
- skip mail merge letters that meet certain conditions
- create letter templates.

---

## Word 3: Create Reports, Contracts or Manuals

### Description

Create structured documents that have numbered headings, clauses and sub-clauses, pictures, diagrams and tables. Automatically generate tables of contents and indexes. Apply formats consistently throughout the document.

### Learning Outcomes

By the end of this workshop, you will be able to:

- format text consistently throughout a document
  - format text with multi-level lists
  - create numbered headings
  - create a custom dictionary
  - manage document properties and create custom properties
  - create documents with different page formats
  - create multiple headers and footers within a document
  - insert cross references to other places within a document
  - add reference information using footnotes and endnotes
  - manage citation and bibliography sources
  - add a table of contents and an index to a document
  - create templates for reports, contracts and manuals.
- 

## Word 4: Reuse Document Components

### Description

Save time every day by reusing text, tables, headers and footers, and other document components. Learn how to record and access macros and create templates for frequently used documents.

### Learning Outcomes

By the end of this workshop, you will be able to:

- create reusable text
- save headers, footers, tables, covers and text boxes as building blocks
- manage building blocks
- record and edit macros
- create templates for a range of documents
- customise styles in a particular template
- copy styles and macros from another template
- create an electronic form
- protect documents and templates
- create custom ribbon tabs.