



Versatéo

Software Training solutions

Word Level 2 A One-Day Training Course

Course Aims

This course introduces users to more Microsoft Word features. This 'hands on' course includes specially prepared exercises that give participants practical experience of creating their own templates and styles, Forms and using the mail merge tool feature to create professional looking documents.

Course Outline

Templates

- Using Pre-Loaded Templates
- Creating your Own Templates
- Workgroup Templates

Styles

- Creating, Applying & Modifying Styles
- Assign Styles to Shortcut Keys
- The Style Organizer
- The Style Gallery
- Reveal Styles and Check Formatting

Toolbars

- Displaying Hidden Toolbars
- Floating and Docking Toolbars
- Customising & Creating Toolbars

Fields

- Inserting Fields and Working With Field Codes
- Update, Lock and Unlink Fields
- Useful Fields; The Fill-in Field
- Calculating in Tables with Formula Fields

Forms

- Creating a Form; Filling in a Form
- Add Help Text to a Form Field
- Protect/Unprotect a Form

Mail Merge

- Performing a Mail Merge
- Printing Mail Merge Documents
- Working With the Data Source
- Using External Data
- Sorting and Selecting Records
- Creating Labels

Target Audience

Anyone who has been using Word for some time and who now wishes to get greater productivity from the software.

Assumed Knowledge

Participants on this course should have a good working knowledge of Word, gained from prior attendance on an "Word Level 1" course or from a user environment. An understanding of word processing requirements from their work place would be beneficial.

Training path

Level 1 - New users with little or no experience

Level 2 - Providing existing users with more advanced features

Level 3 - Working with Long documents and Styles enhancing the delegates knowledge