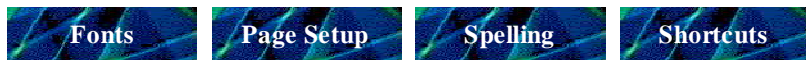


PROCOMP SOLUTIONS LTD

Quality Guaranteed Computer Training

INTRODUCTION TO MICROSOFT WORD

Course Specification



"I want to be able to create professional looking documents and understand the basics of Word-Processing". Every Company will produce letters and documents in one form or another, by learning the fundamentals of Microsoft Word, this course builds a solid foundation of skills to enable professional looking documents to be created and presented within the home and business environments. For the non-typists, Microsoft Word has some remarkable features enabling "Standard Phrases" to be recalled instantly and placed onto the page. (This is ideal for the busy executive).

Hands on

Throughout this course, you will have full access to a Personal Computer, and the "Hands On" exercises will guide you through the creation of Stunning looking documents.

Throughout the day, there are various tasks to exercise the new skills that you are developing, and these exercises include:

- Text manipulation, Copying, Moving, Changing Attributes, Multiple Selection Techniques
- Creating Tabulated Lists
- Creating Indents, Using Bulleted & Numbered Lists
- Multiple Page Layouts, Paper Orientation, Margins & Gutters
- Creating a Tabulated response form with Tick Boxes, and the use of Copy and Paste

Course Benefits

With ease, you will be able to create that Corporate Presence within the business world by creating stunning documents that look as if they have been professionally created.

In this "Hands On Course" you will gain the skills needed to build effective and exciting documents with Microsoft Word. You will learn to use the powerful capabilities of Microsoft Word to integrate, Text, Symbols and Use Attributes to create masterful looking documentation.

Create Standard Phrases and call them back to you page by typing in simple Buzz words that you select.

Course Details

Duration	1 Day
Cost	£125.00 + VAT
Location	Alcrest Academy
Follow Up	Intermediate Word

Introduction to Microsoft Word

Course Content

- Entering, Editing and Selecting Text
- Understanding Page Views
- Applying Attributes
- Using Superscript & Subscript
- Setting Page Layout Attributes
- Page Orientation
- Changing the Paper Size
- Understanding Gutters and Margins
- Setting and Using Tabs
- Creating Single, Double Hanging and Reverse Hanging Indents
- Copying & Moving Text
- Inserting & Using Symbols
- Saving and Opening Files
- Using AutoCorrect
- Using AutoText
- Printing & Print Options
- Multi level Paragraph Numbering
- Word Shortcuts
- Document Creation Techniques



Once you have completed this course, you will be able to:

- Setup your Page Layout
- Manipulate Text
- Create balanced looking documents
- Setup Standard Phrases
- Spell Check and Grammar Check your Documents
- Understand and use Symbols and special Characters
- Save and Open documents
- Create Multi-level Paragraph Numbering
- Create Document Layouts
- Use Shortcut Keys
- Set Print Options for Back-to-Back printing, Multi Page Printing, Collating pages
- Change Fonts, Size, Colour and Attributes



To Book your Course, Please Telephone Andrew on 01472 321703 or 07872384744

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