

Who is this for?

This course is designed for those who produce lengthier Word documents and need more tools and techniques to manage these efficiently. Alternatively, you may be producing more unusual documents which require more complex construction, particularly those distributed electronically. You may also be faced with producing personalised documents and labels; mail merge is the ideal way to accomplish this.

What does it cover?

The initial focus is learning to use styles as these underpin the way Word works, which links to generating a table of contents, together with a refresher on page numbering and headers and footers. We look at creating documents to capture data in an organised way to ensure that you acquire what you need. Next we consider reviewing documents electronically, using revision tracking, and comments. Finally we give detailed coverage of the mail merge process to produce personalised letters, labels and a variety of documents. If time allows, then we look at some further table skills to present information clearly and efficiently, together with some thoughts for customising Word.

How long is it?

One day as a group, or can be split into several sessions if required for individuals.

Where is it run?

On your site, at home, or via one of the venues we use.

I'm interested ...

Just email us on enquiries@whitehorsect.co.uk or visit www.whitehorsect.co.uk to get in touch.

Course content

Understanding & using Styles

*The main style types
Creating, applying & modifying styles
Paragraph versus character styles
Styles in use & identifying the current style*

Creating a Table of Contents

*Using the heading styles versus using your own
Creating & updating the table
Modifying the table styles*

Knowledge check - longer documents revisited

*Numbering pages
Headers & footers
Making a different first page*

Creating forms

*Why use forms?
The typical form controls
Customising the controls
Protecting the document & testing*

Electronic editing - revision marking

*Understanding change tracking & mark-ups
Switching on change tracking
Reviewing changes - accepting & rejecting*

Adding comments

Mail Merge

*Understanding the process
Where to start – the data & the document
Joining the two & placing data
Checking & achieving the merge
Being selective – choosing who or what to merge & printing specific text
Producing labels – tips & tricks*

Making your point – part two

Multilevel numbered lists and formatting lists

Table tips and tricks

*Sorting a table
Repeating table titles
Using calculations in a table
Text alignments & vertical text in a table
Drawing a table
Tables within tables*

Customising Word & shortcuts

*The Quick Access toolbars
Personalised tabs on your ribbon
Emailing from Word
Make your own templates*