



Microsoft Word is a word processing program. The purpose of Word is to allow the users to type and maintain documents. Some of the tools include a spelling & grammar checker, word count and the newest version includes speech recognition. With this program, you can make professional documents or reports with inserted pictures, tables, contents and index.

Our Word courses take you from the initial steps of document creation, printing and saving through to efficiently creating structured styles and multiple-page reports. Mail Merge is one of the strongest attributes to the program which allows the user to create labels from a linked data source or a specific letter or e-mail which can then be personalised from the data provided or created.

Microsoft Word: Introduction

Microsoft Word: Simple Documents | Duration: 1 Day | Level: Introduction | Code: ITS06

This level assumes no prior knowledge of Word. The course would be ideal for beginners or for people who are self-taught and just wish to brush up on their existing skills. The course begins with an overview of the program, description of terminology and navigation of the screen. By the end of the course students will be able to produce, edit, save and print a variety of documents.

Microsoft Word: Intermediate

Microsoft Word: Professional Documents | Duration: 1 Day | Level: Intermediate | Code: ITS07

This course is aimed at users that have been on the previous stage or for the more experienced user who wishes to further their knowledge of this program. On completion of this course, delegates will be able to make use of more advanced formatting techniques, for example, being able to work with tables and using bulleted and numbered lists. The course also introduces the idea of mail merge, with a view to students producing letters, emails or address labels.

Microsoft Word: Advanced

Microsoft Word: Advanced | Duration: 1 Day | Level: Advanced | Code: ITS08

The advanced course expands on your existing knowledge of this program, by introducing more advanced document management and set-up techniques. Through the use of styles, students will be able to automatically create a table of contents to provide a structure at the beginning of long documents. Mail merge will be refreshed and built on with the introduction of filters and links to databases. The course also covers the customisation of word, allowing you to create your own menus and buttons with an introduction to macros VBA.

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

Note: So courses run effectively we ask all participants to examine the course content closely to determine which stage most suits their requirements and abilities. Pre-course questionnaires are available on request.





Microsoft Word: Introduction



Course Title: Simple Documents

Course Code: ITS06 | Duration: 1 Day | Level: Introduction

Course Description:

This course assumes no prior knowledge of Word. The course would be ideal for beginners or for people who are self-taught and just wish to brush up on their existing skills. The course begins with an overview of the program, description of terminology and navigation of the screen. By the end of the course delegates will be able to produce, edit, save and print a variety of documents.

Course Requirements:

No previous experience of Microsoft Word is required however the delegate should have knowledge in basic computer skills i.e. how to use a mouse and keyboard.

Course Content:

- Screen Layout (Menus / Toolbars / Views)
- Entering / Selecting Text (Keyboard / Mouse Functions)
- File Management (Saving / Opening / Closing / Organising)
- Formatting (Selection Techniques / Font / Paragraph / Page Formatting)
- Printing (Print Options / Previews)
- Proofing Tools (Checking Spelling & Grammar / Thesaurus)
- Editing (Cut / Copy / Paste / Insert & Overtyping)
- Basic Tables & Columns

Follow On Courses:



Microsoft Word: Intermediate



Microsoft Word: Advanced

Additional Information:

- 100% Free Re-Sit: Within 12 months of attending the course
- Free Telephone & email support
- CD Reference guide & exercise notes all included
- PCS Certificate of Achievement
- This Training course can also be run on request as a One to One or a Classroom Booking

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**





Microsoft Word: Intermediate



Course Title: Professional Documents

Course Code: ITS07 | Duration: 1 Day | Level: Intermediate

Course Description:

This course is aimed at users that have been on the previous stage or for the more experienced user who wishes to further their knowledge of this program. On completion of this course, delegates will be able to make use of more advanced formatting techniques, for example, being able to work with tables and using bulleted and numbered lists. The course also introduces the idea of mail merge, with a view to students producing letters, emails or address labels.

Course Requirements:

The delegate needs to have attended the previous stage of the Word course at Pringle PCS or at least, have the equivalent working knowledge.

Course Content:

- Formatting (Borders / Shading / Line Spacing / Columns / Tabs)
- Bulleted Lists (Creating / Updating / Customising)
- Numbered Lists (Creating / Updating / Customising / Outlining)
- Find & Replace (Advanced Options)
- AutoCorrect & AutoText
- Headers & Footers (Page Setup)
- Mail Merge (Letters / Labels)
- Styles & Formatting
- Text & Images (Text boxes / Clip Art / Images / Word Art)
- Object Linking (Other Office Applications)
- Advanced Tables (Tabs to Tables / Properties / Auto format / Sort)

Follow On Courses:



Microsoft Word: Advanced



Microsoft Word: Masterclass



Additional Information:

- 100% Free Re-Sit: Within 12 months of attending the course
- Free Telephone & email support
- CD Reference guide & exercise notes all included
- PCS Certificate of Achievement
- This Training course can also be run on request as a One to One or a Classroom Booking

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**





Microsoft Word: Advanced



Course Title: Word Advanced

Course Code: ITS08 | Duration: 1 Day | Level: Advanced

Course Description:

The advanced course expands on your existing knowledge of this program, by introducing more advanced document management and set up techniques. Through the use of styles, delegates will be able to automatically create a table of contents to provide a structure at the beginning of long documents. Mail merge will be refreshed and built on with the introduction of filters. The course also covers the customisation of word, allowing you to create your own menus and buttons.

Course Requirements:

The delegate needs to have attended the previous stage of the Word course at Pringle PCS or at least, have the equivalent working knowledge.

Course Content:

- Advanced Styles & Templates
- Advanced Mail Merge (Importing & Mapping Fields / Using Filters)
- Advanced Tools (AutoSummarise / AutoFormat / Track Changes / Merging Documents)
- Referencing (Index & Tables / Table of Contents / Index / Cross Reference / Headers & Footers)
- Macros (Introduction to Macros / Introduction to VBA)
- Advanced Formatting (Forms / Fields / Customisation & Menu Bars / Outlining & Masters)
- Problem Solving

Follow On Courses:



Microsoft Word: Masterclass



Additional Information:

- 100% Free Re-Sit: Within 12 months of attending the course
- Free Telephone & email support
- CD Reference guide & exercise notes all included
- PCS Certificate of Achievement
- This Training course can also be run on request as a One to One or a Classroom Booking

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

