



# MICROSOFT WORD

## Description:

Microsoft Word is a powerful word processing tool for creating and managing professional documents, reports, and more. It includes features like spelling and grammar checks, word count, speech recognition, and tools for inserting images, tables, and indexes. Our courses cover everything from basic document creation and saving to advanced features like structured styles, multi-page reports, and Mail Merge for creating personalized letters, emails, or labels from linked data sources.



## We have 3 standard levels of Microsoft Word:

### INTRODUCTION

- 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

### INTERMEDIATE

- 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

### ADVANCED

- The advanced course builds on your existing knowledge, covering advanced document management, styles for automatic tables of contents, enhanced mail merge with filters and database links, and Word customization with menus, buttons, and an introduction to macros (VBA).

**\*BESPOKE COURSES | All of our courses can be easily tailored to suit any company.  
Course duration and level can be changed, depending on content, company & individuals\***



# INTRODUCTION

**Course Code: ITEW01 | Course Title: Simple Documents | Duration: 1 Day**  
**Delivery: Face To Face & Live Online**

## 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.



## Who Should Attend Microsoft Word Training?

- Administrative Assistants
- Report Writers
- Marketing Professionals
- Legal Secretaries

## 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 Contents:

- **Getting Started:** Navigating menus, toolbars, and view options to understand screen layout
- **Selection Techniques:** Mastering keyboard and mouse functions for text input and selection
- **File Management Essentials:** Saving, opening, closing, and organizing documents efficiently
- **Formatting:** Using fonts, paragraph settings and page layout tools to enhance documents
- **Effective Printing:** Exploring print options, previews, and settings for accurate document output
- **Proofing Tools:** Checking spelling, grammar, and utilizing the thesaurus to refine documents
- **Editing Made Easy:** Using cut, copy, paste, and text insertion techniques effectively
- **Tables and Columns:** Creating and formatting tables and columns for structured information

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## INTERMEDIATE

**Course Code: ITEW02 | Course Title: Professional Documents | Duration: 1 Day**  
**Delivery: Face To Face & Live Online**

### 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.



### Who Should Attend Microsoft Word Training?

- Administrative Assistants
- Report Writers
- Marketing Professionals
- Legal Secretaries

### 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 Contents:

- **Formatting:** Master borders, shading, line spacing, columns, and tabs for polished documents
- **Bulleted Lists:** Learn to create, update, and customize bullet points for clear organization
- **Numbered Lists:** Develop and customize numbered lists, including outlining options
- **Advanced Find & Replace:** Use advanced options to efficiently locate and modify text
- **AutoCorrect and AutoText:** Save time with automated corrections and reusable text snippets
- **Headers and Footers:** Customize page setup with professional headers and footers
- **Mail Merge:** Streamline letters and labels with dynamic, data-driven content
- **Styles and Formatting:** Apply and manage styles for consistent document design
- **Text and Images:** Incorporate text boxes, clip art, images, and WordArt for visual impact
- **Object Linking:** Integrate data and content from other Office applications seamlessly
- **Advanced Tables:** Create tables with tabs, properties, auto formatting and sorting tools

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## ADVANCED

**Course Code: ITEW03 | Course Title: Word Master | Duration: 1 Day**  
**Delivery: Face To Face & Live Online**

### Course Description:

The advanced course builds on your existing knowledge, covering advanced document management, styles for automatic tables of contents, enhanced mail merge with filters and database links, and Word customization with menus, buttons, and an introduction to macros (VBA).



### Who Should Attend Microsoft Word Training?

- Administrative Assistants
- Report Writers
- Marketing Professionals
- Legal Secretaries

### 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 Contents:

- **Advanced Styles and Templates:** Advanced styles for consistent formatting and design
- **Enhanced Mail Merge:** Import and map fields, use filters, and create dynamic documents
- **Advanced Tools:** AutoSummarize, AutoFormat, Track Changes, and merging documents
- **Referencing Features:** Tables of contents, indexes, cross-references and headers/footers
- **Macros and VBA:** Introduction to creating and managing macros, including an introduction to VBA
- **Advanced Formatting:** Design forms, fields, custom menus, outlines and master documents
- **Problem Solving:** Techniques to address and resolve complex document challenges efficiently

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