

Technology Workshops for Business from:

ask mrs watson

Microsoft Word

ask



Half-day Workshop Outline – 3 hours

The Aim of the Workshop.

This workshop is designed to give you the skills to work with Word to benefit your business and give you a foundation to continue with further workshops should you decide that they would be of value to you.

Benefits of attending this workshop:

- ✓ **Learning** techniques and **shortcuts** that will **reduce the time** taken to produce and edit documents.
- ✓ **Enhanced** document navigation skills to **get you to the information you need** quickly and efficiently.
- ✓ **Faster** and more accurate document production, **saving time** and resources.
- ✓ **Introduction to** an online document templates library to help you **quickly produce documents** that you can easily edit and customise for your organisation
- ✓ **Ability to work with tables and images** to enhance document presentation

Contents of session.

Overview – Entering, editing and moving text

- Highlighting data - shortcuts
- Automatic text entry
- Text alignment and breaks
- text copying methods
- Format painting
- Line and paragraph elements
- Headers and footers

Document Navigation – tips and tools

- Navigation shortcuts
- Document map
- Style basics
- Links

Smart Art graphics and data presentation

- Types of Smart Art
- Editing Smart Art graphics
- Inserting objects i.e. charts

Introduction to reports with Word

- Tables of contents
- Document templates
- Business documentation templates

Working with large documents

- Split view
- Viewing shortcuts
- Viewing simultaneous documents
- Track changes
- Compare and combine

What do I need to bring?

A laptop will be provided for you however we recommend you bring your own if you have one.

How do I book?

Available dates and booking information have been advised in the email accompanying this outline, places are limited to 8 per session although we are of course happy to schedule further dates as courses fill up.