

This course extends on the topics covered in the Word Essentials course. It provides attendees with knowledge and skills to professionally layout documents by using Tabs, Tables, Columns, Graphics and Styles. Attendees will also learn to be more efficient by using the building blocks available in Word.

Pre-Requisites

It is recommended that students have attended or have knowledge of the topics covered in the Word Essentials course.

Duration

1 Day

Cost

\$275 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

Contact Details

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Course Content

Setting Word Options

- Understanding Word Options
- Personalising Word
- Setting Display Options
- Understanding File Locations
- Setting Save Options

Multiple Documents

- Opening Multiple Documents
- Switching Between Open Documents
- Arranging All
- Viewing Side by Side
- Synchronised Scrolling

Formatting Techniques

- Creating First Line Indents
- Creating Hanging Indents
- Inserting Right Indents
- Understanding Pagination
- Widow and Orphan Control
- Keeping Text Together
- Hyphenation
- Hiding Text
- Understanding Returns
- Reveal Formatting

Tabs

- Using Default Tabs
- Settings Tabs on the Ruler
- Modifying Tabs
- Tab Leaders
- Bar Tabs
- Setting Varied Tabs
- Removing Tabs

Lists

- Understanding Lists
- Using the Bullet Library
- Defining a New Bullet
- Modifying a Bullet Definition
- Using the Numbering Library
- Setting the Number Value
- Using the Multi-level List Library
- Common Multi-level List Problems

Table Features

- Creating a Table from Text
- Changing Cell Alignments
- Creating Formulas
- Sorting Table Data
- Merging and Splitting Cells
- Table Properties
- Changing Text Direction
- Repeating Header Rows
- Converting a Table to Text

Working with Building Blocks

- Understanding Building Blocks
- Using the Building Blocks Organiser
- Creating Quick Parts
- Creating Template Specific Building Blocks
- AutoText versus quick Parts

Styles

- Understanding Styles
- Applying Styles to Paragraphs
- Applying Styles to Text
- Creating a Quick Style
- Creating a Paragraph Styles
- Applying Custom Styles

Templates

- Understanding Templates
- Using an Installed Template
- Using an Online Template
- Creating a Template
- Modifying a Template
- Copying Styles Between Templates

Sections

- Understanding Sections
- Inserting a Next Page Break
- Inserting a Continuous Break
- Inserting an Odd or Even Break

Headers and Footers

- Understanding Headers and Footers
- Quick Headers and Footers
- Creating a Blank Header/Footer
- Editing Headers/Footers
- Adding Page Numbering
- Adding Document Information

Pictures

- Understanding Pictures
- Inserting a Picture
- Selecting a Picture
- Resizing a Picture
- Moving a Picture
- Deleting a Picture

Shapes

- Understanding Shapes
- Using the Drawing Canvas
- Inserting a Shape
- Selecting Shapes
- Moving a Shape
- Deleting a Shape
- Changing Shapes