TRAIN THE TRAINER: WORD MASTERCLASS

Duration: 4 Days
Course Code: ITM01
Course Price: £1980

Course Requirements:

PCS strongly recommend that the delegate needs to have attended all 3 levels of the Word courses at Pringle PCS or at least have the high standard working knowledge.

Benefits From Attending The Training:

This course will give you all the Skills, Tools and Documentation to become an Advanced Microsoft Word Trainer.

Once untaken this course you will have skills, knowledge and confidence to be able teach to the highest level, instead of paying an outgoing cost to sub-contractors trainers save your company money and increase performance within you team.

- Presentation Skills
- Problem Delegates
- Learning and training techniques
- Every Course has 2 days of training material with exercises and workshops
- Differences Between Versions: 97 | 2000 | 2003 | 2007 | 2010 | 2013 | 2016 | 365
- Trainer Support

Training Aids:

- PowerPoint Slides
- Exercise Files
- Delegate Manual
- Trainer Manual
- Quizzes
- Training Planner and Est times

Course Content:

Introduction

- 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 & Overtype)
- Basic Tables & Columns

Intermediate

- 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)

Advanced

- Advanced Styles & Templates
- Advanced Mail Merge (Importing & Mapping Fields / Using Filters)
- Advanced Tools (AutoSummarize / 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
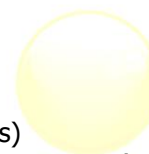
***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**