



## Microsoft Word – Office User

### Overview:

This Microsoft Word training course is designed for those users who wish to improve their current knowledge and take advantage of the more complex features of Word in particular formatting of large documents, styles and layout.

**Target Audience:** All users

**Pre-Requisites:** A very basic use of Word would be beneficial

**Objectives:** To comprehensively cover all topics from basic user to top intermediate in one day

**Book online**

**Call to book**

**Course Duration:**  
1 day

**Cost:**  
£180 + vat

**Course Code:**  
QWd-OU1

**Qdos Computer Consultants Limited**

Syner-Med House  
120 High Street  
Purley, CR8 2AD

### Booking:

To register for this course, please call:

**020 8763 8732**

**Book online**

View more courses at:  
[www.qdoscc.com](http://www.qdoscc.com)

### Topics:

#### Get Started

- Using Quick Launch and Office ribbons
- Exploring the Word window
- Rulers and Status Bar configuration

#### Editing Documents

- Opening and navigating in documents
- Editing text
- Undo and Redo commands
- Selecting text
- Cutting, copying and pasting text
- Character formatting
- Paragraph formatting
- Editing shortcuts

#### Creating and Managing Tables

- Using Quick Launch and Office ribbons
- Exploring the Word window
- Rulers and Status Bar configuration

#### Working with Styles and Building Blocks

- Using and Applying styles
- Modifying and deleting styles
- Creating Custom Styles

#### Working with Images

- Importing Images
- Manipulating Images
- Locating and wrapping images
- SmartArt
- Applying watermarks
- Using shapes

#### Working with Sections and Columns

- Creating and formatting sections
- Working with multiple columns
- Working with text in columns
- Table formatting
- Borders and shading
- Table Styles

#### Controlling Page Layout

- Creating headers and footers
- Working with margins
- Working with page breaks

#### Proofing and Printing Documents

- Checking spelling and grammar
- Previewing and printing documents

#### Using Captions and References

- Referencing Tables
- Referencing Figures
- Referencing Appendix

#### Working with Excel Data

- Working with Excel data in Word
- Performing calculations in tables

#### Working with Headers and Footers

- Creating section headers and footers
- Page numbering

#### Document Templates

- Using templates
- Creating templates