

## USING MICROSOFT® WORD

We can offer training for any level of Word, from complete beginners to those with some experience. The following topics are meant only as a guide, as you can mix and match any combination of the topics to suit your needs or existing skills.

### Introductory

- Text inputting and editing, including using Spell-check, cut/copy/paste, find & replace
- Basic formatting and simple text effects (*eg bold, underline, centring etc*)
- Text placement (*eg page orientation, changing margins, insetting text, page breaks*)
- Saving and printing

### Intermediate

- Creating tables and using tabs
- Inserting pictures
- Inserting headers and footers
- Making use of auto-correct, auto-format and building blocks
- Further formatting (*eg special characters and symbols, WordArt, borders and shading*)

### Advanced

- Using pre-set themes or creating customized styles; saving designs as templates
- Utilising section breaks
- Creating diagrams and organization charts
- Non-standard headers and footers
- Creating indexes and tables of contents
- Tracking and saving changes made by multiple editors

### Using Mailmerge

- Creating lists of names and addresses
- Merging a list (*eg from Word, Excel or Access*) with a specific document (*eg circular letter*)
- Merging a list for printing labels
- Using Mailmerge to send an identical email to a list of email addresses

## Moorside Training

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