

# Microsoft Application Training

course outlines



**Improve** your IT skills  
and **career prospects**

## These courses will help you if:

- You want to improve your IT skills
- You want to return to office based employment and increase your earnings
- You'd like to learn Microsoft Office applications such as Word or Excel
- You'd like to improve your knowledge of software tips and shortcuts

## Microsoft Application Training

	DAYS	MAR	APR	MAY	JUN	JUL	AUG
Microsoft Word Level Introduction	1	11	04	06	06	03	01
Microsoft Word Level Intermediate	1	12	07	09	13	07	08
Microsoft Word Level Advanced	1	13	14	16	20	14	15
Designing Templates & Macros in Microsoft Word	1	14	21	23	27	21	22
Microsoft Excel Level I	1	17	07	30	02	04	04
Microsoft Excel Level II	1	18	14	07	09	11	11
Microsoft Excel Level III	1	19	18	14	16	18	18
Microsoft Excel Level IV	1	20	25	21	23	25	19
Microsoft Excel Analysis Techniques	1	25	03	28	30	28	05
Microsoft Excel Macros & Customisation	1	26	11	02	26	29	12
Microsoft Excel VBA Programming	2	10-11	21-22	12-13	02-03	01-02	20-21
Microsoft Access Introduction	2	27-28	9-10	19-20	17-18	16-17	6-7
Microsoft Access Intermediate	1	17	28	09	10	15	27

## Microsoft Application Training - Improve your IT skills and career prospects.

These courses will help you if:

- You wish to improve your IT skills
- You'd like to learn Microsoft Office applications such as Word and Excel
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# Microsoft Word : Level Introduction

**Course duration:** 1 Day

## **Course Objectives**

The creation, editing, formatting and printing of perfect documents. The course will cover the following features:

### **Basics**

Creating, editing, saving, renaming & abandoning documents  
Creating and opening documents from the desktop  
Using supplied templates and Wizards  
Using the File Starter  
Understanding Autoselect  
Using the standard and formatting toolbars

### **Editing**

Moving around a document; selecting text; deleting text; the significance of the paragraph end marker & new lines; insert and typeover modes; undoing typing commands; using the screen tips

### **Enhancing document appearance**

#### ***Character Formats:***

Bold, italic & underline (single, double and word)  
Fonts & point sizes  
Superscript & subscript  
Setting the default

#### ***Paragraph Formats:***

Alignment and spacing (line & paragraph)  
Indenting (including hanging indents)  
Pagination

#### ***Page Formats***

Page Margins and orientation  
Headers & Footers and automatic page numbering  
Understanding sections  
Setting defaults

### **Painting Formats**

### **Printing**

Previewing; printing options; printing envelopes; selecting the printer

## **Controlling the Display**

Working in Normal, Page Layout and Full Screen views  
Zooming the display

## **Special Features**

AutoCorrect; Spell checker; thesaurus and grammar checker  
Find & replace, Short-cuts Menu

## **Tabs**

Setting and using left, centre, right and decimally aligned tab stops  
Adjusting and removing tab stops  
Dot Leaders for simple form design

## **Moving & copying text**

Moving and copytext within documents

## **Tables**

Creating a table and typing into columns  
Changing column widths and adding lines and shading  
Converting tabular columns to tables

## **Further formatting features**

Case conversion  
Formatting drop capitals  
Simple bullets and paragraph numbering  
Working with symbols  
Working with graphic lines, borders and paragraph shading

## **Autotext**

Creating, saving and recalling AutoText entry  
Inserting Autocomplete

## **File Management**

Specifying criteria  
Pre-defined searches  
Manipulating multiple documents

# Microsoft Word : Level Intermediate

**Course duration:** 1 Day

## Course Content

### Mail Merge

Step-by-step merging using the merge helper Typing in the data form

Working in the main document  
Merging the data source  
Finding record in the data source  
Printing envelopes and labels

### Autoformat & Styles:

Using Autoformat  
Style Gallery  
Applying, defining and modifying styles  
Renaming, deleting and copying styles  
Deleting multiple styles from the document/template  
Using the style organiser

### Outline:

Working in outline view  
Expand/collapsing the document  
Promoting, demoting and re-arranging outline levels  
Showing or hiding the character formatting  
Applying the numbering to an outline  
Printing the outline

### Document templates

What are templates  
Creating a new file base upon a template or wizard  
Modifying an existing template  
Creating and saving a template  
Controlling the attached document template  
Making items available from other templates

### Forms and on-line documents

Creating a form  
Filling in an on-line form  
Using on-line layout view  
Using on-line layout map  
Hyper-links and cross-references  
Managing document background  
Document navigation  
Using auto-summarise feature

# Microsoft Word : Level Advanced

**Course duration:** 1 Day

## **Course Content**

### **Microsoft Draw**

- Launching Microsoft Draw
- The drawing palette
- Drawing objects
- Grouping, re-sizing, moving and deleting objects
- Importing pictures into Draw

### **Charting**

- Launching the Chart
- Selecting a chart type
- Entering data
- Adding a chart title
- Changing the Chart layout
- Displaying a legend with the Chart

### **Word Art**

- Creating a Wordart image
- Modifying a Wordart image
- Using Wordart toolbar
- Inserting a symbol

### **Linking & Embedding**

- Copying information from another application
- Linking items to a document

### **Customising Word for Windows**

- Editing the toolbar and menus
- Creating and customising toolbar
- Changing colours
- Overview of options

### **Bookmarks**

- Defining a bookmark
- Viewing a bookmark
- Locating a bookmark
- Using bookmarks for cross references

## **Master Documents**

- Setting up master documents
- Working with master documents
- Formatting a master document
- Creating cross references

## **Sub Documents**

- Working with sub documents

## **Tables of Contents**

- Creating Tables of Contents
- Updating Tables of Contents

## **Indexes**

- Creating an index
- Updating an index
- Automating index entries
- Using a concordance file

## **Captions**

- Adding captions to figures, tables and other items
- Using AutoCaption
- Formatting and numbering captions
- Referring caption to a cross reference
- Including captions in a Table of items

## **Advanced Mail Merge**

## **Simple Macros**

- Recording and editing simple macros
- Understanding macro syntax
- Assigning macros to the toolbar, menu & keyboard

## AM:PM Services Booking Form

Please complete this form and mail or FAX to:  
 AM:PM IT Services, Tower Point , 44 North Road, Brighton BN1 1YR.  
 TEL: 01273 243000 FAX: 01273 243966  
 or e:mail : [training@ampmittraining.co.uk](mailto:training@ampmittraining.co.uk)

Your Name:			
Home No.	Personal No:		
Company & Address			
Home Address			
Course Date:	Course Fee per delegate: £		
Registration Fee £:		Total (excluding VAT): £	
Course Title:			
Candidate	Name	Course Title	Date

Authorised By:	Purchase Order No.:
Position:	
Address:	
Postcode:	
Telephone:	Fax:
Signed:	Date:

Address to which instructions should be sent to if different from above






AM:PM Services,  
Tower Point,  
44 North Road,  
Brighton,  
BN1 1YR.

Telephone: 01273 243000

Fax: 01273 243966

Email: [training@ampmitraining.co.uk](mailto:training@ampmitraining.co.uk)

Website: [www.ampmitraining.co.uk](http://www.ampmitraining.co.uk)