



All Word Topics

All of the Word topics covered during training are listed below.

Pick relevant topics and tailor a course to meet your needs.

Select a topic to find out more about the skills covered

- Shortcuts
- Creating and Managing Word Documents
- Formatting Content
- Working with Paragraphs
- Bullets and Numbers
- Headers and Footers
- Laying out a Word document
- Working with Tables
- Styles and Templates
- Working with Long Documents and Reports
- Working with Images and Diagrams
- Reviewing and Collaborating
- Mail Merge for Mass Correspondence
- Linking Excel Content
- Macros: Recording and Running
- Creating Forms to Collect Information

Alternatively, if you want to learn fundamental skills to gain the most from Word, we recommend attending our core skills courses, listed below:

- Word Essentials (3 Hrs)
- Word Advanced (3 Hrs)

To find out more, please visit www.iq-it.co.uk

Shortcuts

Work at speed with Word

Learn how to

- Use the keyboard instead of the mouse for frequent commands
- Customise the Quick Access Toolbar to group frequently used tools
- Use smart tags to complete common tasks
- Create, open and save Word files quickly
- Use Paste Special for effective copying and pasting
- Copy and paste content using the Clipboard

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Creating and Managing Word Documents

Create, save, copy and find documents quickly

Learn how to

- Create, save and copy Word documents quickly
- Locate Word documents quickly
- Create Word documents based upon various Templates
- Create PDF documents

Formatting Content

Enhance the presentation of documents

Learn how to

- Select content quickly with the mouse or keyboard
- Change font size, type and colour
- Change text from lower to upper case
- Use the Format Painter tool for quick and consistent formatting
- Clear all formatting applied to text
- Check spelling and grammar

Working with Paragraphs

Format paragraphs for consistent appearance

Learn how to

- Change the alignment of paragraphs
- Indent paragraphs from the left and right margins
- Set consistent spacing between paragraphs
- Change the spacing between the lines of text within a paragraph

Bullets and Numbers

Simplify working with bullets and numbers

Learn how to

- Add bullets to lists of text
- Add numbers to lists of text
- Change the position of bullets and numbers
- Change the type of bullet or number used

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Headers and Footers

Display and edit content in headers and footers

Learn how to

- Add text to headers and footers
- Format text in headers and footers
- Reposition text in headers and footer
- Move quickly between headers and footers

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Laying out a Word document

Change the layout of pages to suit content

Learn how to

- Change the margins on a page
- Change the size of paper
- Change the page layout from portrait to landscape
- Add automatic page breaks

Working with Tables

Create and edit tables to present information

Learn how to

- Add tables to documents
- Change the structure of tables
- Format and align content within tables
- Add and remove borders in tables
- Change the position of a table in a page
- Use the drawing tool to create and edit tables

Styles and Templates

Use styles for quick and consistent formatting and create templates for documents

Learn how to

- Apply styles to multiple paragraphs for quick and consistent presentation
- Modify styles to change paragraphs
- Create your own styles for paragraphs
- Create customised templates for Word document
- Import styles from other documents and templates

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Working with Long Documents and Reports

Simplify creating professional documents

Learn how to

- Use section breaks to break a document down into smaller sections
- Create landscape pages within a portrait document
- Add and manage page numbers
- Display text across two or more columns
- Add hyperlinks to create an interactive report
- Use Find and Replace to change formatting
- Use different headers and footers within the same document
- Use the Navigation Pane to find content
- Create a Table of Contents automatically
- Create an Index automatically
- Work in Outline view to simplify moving large pieces of content

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Working with Images and Diagrams

Enhance your reports with effective images and diagrams

Learn how to

- Add images to enhance documents
- Edit images using various tools
- Reduce the file size of images
- Position text around images
- Create effective SmartArt diagrams
- Edit content within diagrams

Reviewing and Collaborating

Work effectively with others

Learn how to

- Track changes made to a document
- Accept or reject changes made
- Add comments to a document
- Manage and delete comments
- Combine revisions by multiple authors into one document
- Password protect a document to control who can make edits

Mail Merge for Mass Correspondence

Use Mail Merge to customise a large amount of letters, Emails , labels or envelopes

Learn how to

- Create a letter or Email to be sent to multiple recipients
- Create a data source to hold the multiple names, addresses and other information
- Merge a letter or Email with a data source
- Create a merged document
- Print multiple customised letters
- Send multiple customised Emails
- Create multiple customised envelopes and labels
- Use rules to control and customise mail merge

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Linking Excel Content

Add and link content from spreadsheets

Learn how to

- Link content from Excel which is automatically updated in Word
- Copy and paste multiple objects from Excel

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Macros: Recording and Running

Record macros to automate tasks in Word

Learn how to

- Work with the Developer tab
- Record Macros to complete frequent formatting tasks
- Record Macros to automatically add content
- Run Macros using the keyboard
- Create a new tab to hold Macros

Creating Forms to Collect Information

Create user-friendly forms to collect information

Learn how to

- Work with the Developer tab
- Create a Form template
- Add instructional text to a Form
- Add controls to a Form including text boxes, drop-down lists and check boxes
- Protect a Form from editing

More information

Suitable for all versions of Word

Word training is delivered for all versions of Word, whether you are using a Windows laptop or desktop, an Apple Mac or mobile device. All releases of Word are also covered, from the oldest to the latest.

Training delivered in context with your business

All courses are delivered in context with your business practices, helping you recognise how skills can be applied at work.

Core Skills Courses

We deliver two Core Skills courses in Word which cover the fundamental skills needed to gain the most from Word, listed below.

- Word Essentials (3 Hrs)
- Word Advanced (3 Hrs)

To find out more, please visit www.iq-it.co.uk.

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