

„Microsoft Word – the art of formatting text”

Course description:

MS Word training – the art of formatting text is addressed to people who want to start their adventure with professional work with the most famous text editor, which is Microsoft Word. The participants of this training do not need to have any knowledge of MS Word applications. Word training is run from scratch to advanced techniques of preparing text documents.

Skills acquired during the training:

- o Formatting and setting the document
- o Different ways to publish the document
- o Editing and formatting text
- o Working with lists, styles, and headings
- o Working with tables
- o Working with different data sources
- o Working with graphs and clear data presentation
- o Creating mail merge

Training program:

1. **The basics of working with the program:**
 - Help
 - Views
 - Toolbars
 - Other text editors
2. **Document administration:**
 - Saving documents

Saving documents as web sites
Create new documents
Document properties

3. **Inserting and Editing Text:**

Rules of working with text
Formatting characters
Polish letters in the text
Changing font and size (text properties)
Upper and lower index
Checking spelling and grammar
Inserting the current date or time
Finding and replacing text
Autocorrect
Creating a list
Paragraphs and symbols

4. **Formatting paragraphs:**

Aligning text in a paragraph
Paragraph indent
Spacing
Shading and border
Creating columns
Tabs
Bullets and numbering
Creating and modifying tables
Applying available styles
Outline and table of contents

5. **Document formatting and preparation for printing:**

Headers and footers
Page settings
Printing

6. **Working with objects:**

Inserting and setting clips and images
Editing images
Inserting graphs
Working with tables

7. **Mail merge:**

Printing envelopes and labels using address databases
Letter mail merge - basic concepts

Methodology:

- PowerPoint mini lectures
- working on computers (each participant works on a separate computer)
- mini training videos

Organizational information:

Number of training hours: 14 hours / 2 days

Time of training 9:15-16:15

Place of training: Łódź, Piotrkowska 125 – KM Studio - trainings