

Productiv_IT with Word

Computer Lab Workshop One Day

Microsoft Word is the main word processing tool which every one has on their computer – unfortunately few people know how to use it effectively. Most of our current competitors training focuses on the many features of Word – but how do we use it to do our work more productively? How can I use it to solve basic business issues and make my life easier?

Productiv_IT with Word is a one day workshop for intermediate users focused on showing you the applications for Word which will help you. We take popular business problems and workshop ways to solve them in a motivating, non threatening way.

You'll learn lots of shortcuts and ways to get MS Word working in ways that make you less stressed, more productive and more likely to achieve your goals.

Topics Covered	
<p>Getting Orientated in Word</p> <ul style="list-style-type: none"> - Looking at the different views within Word - Understand options and settings - Toolbars and shortcuts - The normal template. 	<p>Outlining</p> <ul style="list-style-type: none"> - Create new document in outline view - Working with an outline - Outline numbering - The document map - Outline levels on paragraphs - Create a Table of Contents based on your styles
<p>Working with and formatting text</p> <ul style="list-style-type: none"> - Using the Mouse vs. using the keyboard - Insert and the overtype mode - Text vs. paragraph formatting - The format painter - Using tabs, bullets, numbers and indents. 	<p>Multi-Sectioned Documents</p> <ul style="list-style-type: none"> - Continuous sections - Odd and even sections - Different page layouts - Headers and footers to match your sections.
<p>Using Word Automatics</p> <ul style="list-style-type: none"> - Autocomplete - Autocorrect - Autotext - Autoformatting - Spelling and grammar checking. 	<p>The power of tables</p> <ul style="list-style-type: none"> - Drawing tables - Creating a table from text - Table formatting and sizing - Merging and splitting cells - Creating formulas and updating calculations - Gridlines and borders.

The Humble Page

- Page layout
- Margins
- Headers and footers
- Page and section breaks
- Page numbers.

Pictures are better than words

- Working with pictures
- Drawing objects
- Auto shapes
- Alignment and sizing
- Grouping and ungrouping.

Using and Managing Styles

- Styles and templates
- Modify existing styles
- Creating new styles
- Copying styles to another document
- Using style references.

Presenter

Adrian Sharp

Adrian Sharp is an IT Professional with over 30 years experience in the field of Information and Communication Technology. As a trainer Adrian has been designing and delivering IT courses for more than 15 years and has worked with companies such as SunRise Australia, PAXUS Consulting and Class Training.

Adrian approaches training with a wealth of practical knowledge and skill from his former IT roles in; Systems Analysis, Project Management, Team/Section Management and Consulting. With a Bachelor of Applied Science in IT and a Graduate Diploma in Education under his belt Adrian is an exciting and talented presenter.

Adrian has extended Acorn's range of Productiv_IT workshops based on his experience in the Microsoft suite of programs, including MS Excel, MS Word, MS PowerPoint, MS Project and MS Visio.

Adrian believes that training people to be effective and productive users of office applications is very rewarding.

Testimonials:

Adrian is an excellent presenter. He obviously knows his subject and gets it across to his adult audience very well. Thanks too for the support people – food, venue, technology – brilliant – Carolynne Parker, DEH.

Tips, hints, new things – things that have been there all along, that I didn't know about – Lyndall Chittick, ACT Workcover.

Adrian led the group well and was very professional in his approach. He adapted the training to the required knowledge level of the participants – Karen Wright, AQIS.

Overall it covered off on all my expectations and more simple to complex issues – Lisa Curran, ACT Workcover.

I learnt a lot about the program that I didn't know. – Kylie Challen, AQIS

The presenter was great, they made it go smoothly without being boring – Nicky Hunt, ActewAGL/TransACT

This is so much I learnt. I can now apply these skills to my job. – Dijanna Vrebac, DAFF.

It was great learning the shortcuts and finding new pathways around word. – Tracy Brown, AQIS

Adrian, thanks for the followup - makes the training relevant and puts it back in front of us – Jac Carlin, DEH

Enrolment Form - Productiv IT with Word

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to courses@acorntraining.com.au

Venue: Acorn Training Centre: 74 Townshend St Phillip
Course date:
Time: 9.00 a.m. to 4.45 p.m.

Person 1	_____	e-mail	_____	date	_____
Person 2	_____	e-mail	_____	date	_____
Person 3	_____	e-mail	_____	date	_____
Person 4	_____	e-mail	_____	date	_____
Person 5	_____	e-mail	_____	date	_____
Person 6	_____	e-mail	_____	date	_____

Organisation _____ Branch/Division _____
Address _____

Phone No _____ Fax No _____

Payment Details

Total price \$545 x _____ attendees = \$ _____ \$495 early bird price (early bird applies to three weeks before the date of the workshop).

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name _____ Card No _____

Expiry date _____

2. Invoice

Signed off by _____ Name _____

Address invoice to: _____

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than 7 days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.

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