



Productiv_IT with Word 2003

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 2003 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 <ul style="list-style-type: none">- Page layout- Margins- Headers and footers- Page and section breaks- Page numbers.	Pictures are better than words <ul style="list-style-type: none">- Working with pictures- Drawing objects- Auto shapes- Alignment and sizing- Grouping and ungrouping.
Using and Managing Styles <ul style="list-style-type: none">- Styles and templates- Modify existing styles- Creating new styles- Copying styles to another document- Using style references.	

IT Trainers

The people at Acorn believe training should be;

- Professional - both presenters and materials
- Relevant - meeting the needs of the attendees
- Well managed and administered - so it runs smoothly from start to finish
- Cost effective - providing a positive return on your investment
- A rewarding yet relaxing break from the day to day pressures of the office.

Our trainers have considerable experience in their field and have been delivering successful training programs for many years.

Testimonials:

The presenter 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, DEWHA.

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.

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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.



Enrolment Form - Productiv IT with Word 2003

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

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

Attendee	Email Address	Date of Workshop
1.		
2.		
3.		
4.		
5.		
6.		
Organisation		
Branch/Division		
Address		
Phone #		
Fax #		

Payment Details

Total price \$395 x _____ attendees = \$_____

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

Name _____ Card No _____

Expiry date _____

2. Invoice

Signed off by _____ Name _____

Email invoice to: _____

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than seven 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.