

Productiv_IT with Word 2003

Productiv_IT with Word 2007

Productiv_IT with Word 2010

One on One (1/2 day), Small or Large Groups (1/2 to 1 day)

Microsoft Word is the main word processing tool that everyone 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?

Acorn's Productiv_IT with Word 2003/2007/2010 workshops are one day workshops (shorter for 1 on 1 sessions) designed for intermediate users focusing on showing you the applications for Word which will best help you become more productive. 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 help you achieve your goals, meet deadlines and be more productive.

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.

Topics Covered	
<p>Getting Orientated in Word 03/07/10</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 overtyping 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.
<p>The Humble Page</p> <ul style="list-style-type: none"> - Page layout - Margins - Headers and footers - Page and section breaks - Page numbers. 	<p>Pictures are better than words</p> <ul style="list-style-type: none"> - Working with pictures - Drawing objects - Auto shapes - Alignment and sizing - Grouping and ungrouping.
<p>Using and Managing Styles</p> <ul style="list-style-type: none"> - Styles and templates - Modify existing styles - Creating new styles - Copying styles to another document - Using style references. 	

Testimonials

"The trainer is excellent. 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, Dept of Sustainability etc

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

"The trainer 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 met all my expectations from the 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.

"I learnt so much. 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.

"The trainer is very helpful with individual queries." – AQIS staff member



Enrolment Form – Productiv IT with Word

Word 2003 Word 2007 Word 2010

ABN 34 073 999 185

Send this form to Acorn: Fax (02) 6162 2077 or e-mail to bookings@acorntraining.com.au

We will ring you to organise a time to run the session.

Attendee's name	Email address	Phone Number
1.		
2.		
3.		
4.		
Organisation		
Branch/Division		
Address		
Phone #		
Fax #		

Payment Details

Single attendee: \$595

Second and subsequent attendee: \$395

For larger groups please call for a quote

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 session.