



## Microsoft Word 365

Microsoft Word 365 is a popular word processing tool which can significantly improve your productivity if used well. In this workshop we show you;

How do you use it to do your work more productively?

How can you use it to solve basic business issues and make your life easier?

How to develop accurate and well-designed documents

Acorn's MS Word 365 workshops are a one day workshop 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 365 working in ways that help you achieve your goals, meet deadlines and be more productive.

### Outcomes

At the completion of this course you should be able to;

- Create a new document
- Work with a document
- Display documents using several views
- Select and work with text in a document
- Cut and copy information within and between documents
- Use a range of font formatting techniques
- Format paragraphs
- Work effectively with features that affect the page layout of your document
- Work with tabs
- Create and modify tables
- Inset and work with pictures in a Word document
- Use the Mail Merge Wizard
- Print a document
- Obtain Help for Word whenever you need it
- Create high quality document designs and layouts

More detail on each outcome can be provided on request.

### Our IT Trainers

The people at Acorn believe training should be;

Acorn Training and Consulting

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61419298012



- 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. Most have a public service background.

### **Logistics**

Training is provided in groups of up to 16 in an appropriate training room with one computer per attendee. Exercise files are provided before the workshop. Training is a full day or 2 half days as agreed. This workshop assumes little or no knowledge of Word 365 however it would be beneficial to have a general understanding of the operating system environment especially in regard to working with files and folders.

For an obligation free quote –

Contact

John Gleeson

[john@acorntraining.com.au](mailto:john@acorntraining.com.au)

0419298012