

Refine-IT

Pick and mix topics for MS Word 2000, 2002 & 2003

Pick and mix sessions allow delegates to choose which topics they need to learn irrespective of skill level. It couldn't be easier - simply tick the box next to the topic if you need to learn more about it.

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|---|--|--|
| <input type="checkbox"/> Screen Geography | <input type="checkbox"/> Headers and footers | <input type="checkbox"/> Changing Paper Orientation |
| <input type="checkbox"/> Changing Views | <input type="checkbox"/> Manipulating page numbers | <input type="checkbox"/> Changing Margins |
| <input type="checkbox"/> User Preferences | <input type="checkbox"/> Inserting the date and time | <input type="checkbox"/> Changing Paper Size |
| <input type="checkbox"/> Choosing a Template | <input type="checkbox"/> Applying shading | <input type="checkbox"/> Page Numbering |
| <input type="checkbox"/> Inserting text | <input type="checkbox"/> Adding a border | <input type="checkbox"/> Basic Headers and Footers |
| <input type="checkbox"/> Saving Templates | <input type="checkbox"/> Using Auto correct | <input type="checkbox"/> Page Breaks |
| <input type="checkbox"/> Saving Documents | <input type="checkbox"/> Executing spelling | <input type="checkbox"/> Tabs & Indents |
| <input type="checkbox"/> Closing Documents | <input type="checkbox"/> Grammar features | <input type="checkbox"/> Creating a table of contents |
| <input type="checkbox"/> Document Descriptions | <input type="checkbox"/> Creating/formatting a table | <input type="checkbox"/> Modifying a table of contents |
| <input type="checkbox"/> Password Protection | <input type="checkbox"/> Adding borders and shading | <input type="checkbox"/> Adding a bookmark |
| <input type="checkbox"/> Inserting a File into Another | <input type="checkbox"/> Resizing a table | <input type="checkbox"/> Creating an index |
| <input type="checkbox"/> Preview a Document | <input type="checkbox"/> Merging cells | <input type="checkbox"/> Linking Excel data to a table |
| <input type="checkbox"/> Opening Document(s) | <input type="checkbox"/> Modifying rows and columns | <input type="checkbox"/> Embedding a worksheet |
| <input type="checkbox"/> Using Recent File Listing | <input type="checkbox"/> Rotating text in a table | <input type="checkbox"/> Sorting data in a data table |
| <input type="checkbox"/> Navigation and Selecting Text | <input type="checkbox"/> Creating newspaper columns | <input type="checkbox"/> Calculations in a table |
| <input type="checkbox"/> Hyphenation | <input type="checkbox"/> Modifying columns | <input type="checkbox"/> Revision marking |
| <input type="checkbox"/> Undo/Redo Command | <input type="checkbox"/> Inserting a drawing object | <input type="checkbox"/> Comparing documents |
| <input type="checkbox"/> Find & Replace Text | <input type="checkbox"/> Modifying a drawing object | <input type="checkbox"/> Inserting comments |
| <input type="checkbox"/> Spell Checking and Thesaurus | <input type="checkbox"/> Using and editing WordArt | <input type="checkbox"/> Managing comments |
| <input type="checkbox"/> AutoText and AutoCorrect | <input type="checkbox"/> Creating charts | <input type="checkbox"/> Workgroup templates |
| <input type="checkbox"/> Copying and Moving Text | <input type="checkbox"/> Creating a watermark | <input type="checkbox"/> Creating multiple versions |
| <input type="checkbox"/> Inserting a Date automatically | <input type="checkbox"/> Modifying Bullets | <input type="checkbox"/> Creating forms |
| <input type="checkbox"/> Changing Fonts | <input type="checkbox"/> Applying text flow options | <input type="checkbox"/> Modifying forms |
| <input type="checkbox"/> Applying Basic Text Attributes | <input type="checkbox"/> Inserting footnotes | <input type="checkbox"/> Entering data into forms |
| <input type="checkbox"/> Changing Alignment | <input type="checkbox"/> Inserting endnotes | <input type="checkbox"/> Understanding mail merge |
| <input type="checkbox"/> Changing Line Spacing | <input type="checkbox"/> Auto correct exceptions | <input type="checkbox"/> Creating a main document |
| <input type="checkbox"/> Changing Paragraph Spacing | <input type="checkbox"/> Creating master documents | <input type="checkbox"/> Creating a data source |
| <input type="checkbox"/> Changing Text Case | <input type="checkbox"/> Attaching a sub document | <input type="checkbox"/> Editing the main document |
| <input type="checkbox"/> Using 'Numbered List' | <input type="checkbox"/> Managing sub documents | <input type="checkbox"/> Modifying the data records |
| <input type="checkbox"/> Using Bullet Style | <input type="checkbox"/> Creating a template | <input type="checkbox"/> Creating a merged document |
| <input type="checkbox"/> Format Painter | <input type="checkbox"/> Creating character style | <input type="checkbox"/> Sorting records |
| <input type="checkbox"/> Inserting Special Characters | <input type="checkbox"/> Creating paragraph style | <input type="checkbox"/> Creating tables from records |
| <input type="checkbox"/> Pagination Options | | <input type="checkbox"/> Creating labels |
| <input type="checkbox"/> Previewing a Document | | |
| <input type="checkbox"/> Choosing a Printer | | |
| <input type="checkbox"/> Sending a Document to Print | | |



If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk

Many more courses are available including MS Outlook, Internet, Excel, Project, Access, PowerPoint, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint