



Software can be an expensive proposition for any business. For the software to deliver on its value your end users must develop the skills and knowledge on how to use it effectively. Your user's adoption is critical to a successful software implementation and its on-going use.

With this in mind, effective education and training become a critical component of any software deployment. Cypress Systems, Inc. provides training and education for multiple software suites and applications. We provide a comprehensive approach to your learning experience with instructor-led, onsite training sessions tailored to your users in their work environment.

Microsoft Office is the work horse of most of the modern business world. While most of use it on a daily basis there is always room for improvement. Our instructors can show you how to get the most out of Microsoft's popular productivity suites. Even if you're a power user there is always something to be learned. We offer group or individual training sessions.

Thanks from the Cypress Team

Microsoft Word Introduction / Beginners Topics

Word Basics

- Word Overview - the User Interface, Quick Access and Mini Toolbar
- Standard & Contextual Ribbons
- The File Tab
- Status Bar Tools
- Dialog Boxes
- Task Panes
- Using Help

Basic Microsoft Word Usage and Text tools

- Creating new blank documents
- Accessing and opening templates to create documents
- Saving, closing and opening Documents
- Understanding non-printing characters
- Selection techniques (keyboard + mouse)
- Navigating documents
- Using Word Views, e.g. Print layout and Draft and reading
- Entering text and understanding basic text features. (word-wrap)
- Using Find/Replace
- Spell Check, Thesaurus

Format Your Document

- Applying Font formats - Changing font type, size, color, special effects, character spacing
- Changing the default font for all new documents
- Using Paragraph formats - justification, indentation, space before and after Paragraph
- Line spacing, Widow and orphan control
- Inserting non breaking hyphens and spaces
- Applying borders and shading
- Format Painter
- Using Cut, Copy and Paste
- Revealing formatting and Clearing formatting

Bullets & Numbering

- Turning on Bullets
- Creating & editing bulleted list styles
- Changing bullet types and formatting
- Turning on Numbered Lists
- Creating your own numbered list style
- Changing numbering types

Working with Tabs

- Understanding Tabs
- Changing the default Tab Stop
- Setting and manipulating Tab markers on the ruler
- Setting and manipulating Tab markers in the Tab Dialog box
- Using leader tabs
- Using bar tabs
- Setting the measurement units for the Ruler
- Using Tabs in a Document

Setting up your Document

- Inserting and Deleting page breaks
- Changing page orientation to Landscape or Portrait
- Viewing Headers and Footers
- Creating Basic Page numbering
- Setting Margin Sizes
- Using Page Borders
- Inserting a Watermark

Printing

- Printing a Document
- Setting Print options
- Previewing a document
- Selecting a print

Microsoft Word Intermediate Topics

Create & Apply Styles

- The Built In style group (home ribbon)
- Style sets
- The Style Pane
- Define Styles
- Link styles
- Delete styles
- Built In Heading Styles and the Navigation Pane
- Create and modify styles
- Replacing a style
- Numbering Using Styles
- List Styles
- Table Styles
- Style options
- Style Inspector
- Using the Organizer to transfer styles
- Shortcut key to a style

Using Outline View

- Styles in Outline
- Connecting outline levels to styles
- Showing and hiding outline levels
- Promoting and demoting levels
- Printing your outline

Master Documents

- Use outlining to create master and subdocuments
- Insert documents into master document
- Updating linked documents

Advanced Page Layout Tools

- Introducing sections and section Breaks
- Setting the Page layout for a section
- Change orientation within a section
- Different Headers and Footers for different sections
- Odd / Even Header and Footers
- Different first page
- Newspaper columns using continuous section breaks
- Manually editing a header and footer
- Section control with headers and footers

Tables in Microsoft Word

- Methods for inserting tables
- Changing the column widths and row heights
- Inserting new columns and rows
- Deleting existing columns and rows
- Distributing columns and rows evenly
- Splitting and Merging cells
- Applying a Pre-set table format (Theme Style)
- Customizing and creating table styles
- Repeating header rows
- Splitting a tables
- Converting a text into a table
- Converting a table into text
- Sorting a table
- Using formulae in a Table
- The Table Design Ribbon
- Nesting Tables
- Drawing tables, resizing and deleting
- Using tabs within a table
- Setting table Properties

Word Auto Features

- Understanding Word 2010 Automatic Features
- AutoText & Autocorrect
- Autoformat as you type
- Smart Tags
- Customizing automatic features
- Creating autotext entries
- Using QuickParts

Microsoft Word Advanced Topics

Track and Merge Documents

- Using Compare and Merge Documents
- Sending for Review and Tracking changes
- Accepting and Rejecting changes
- Features of the review ribbon
- Using version control in word 2010
- Add, edit and remove Comments

Inserting Graphics, Charts and Objects

- Inserting Clipart & Pictures
- Inserting shapes & SmartArt
- Controlling graphic placement and text wrapping
- Using the drawing canvas and drawing tools
- Inserting a Screenshot
- Inserting and Linking Excel Charts
- Using Wordart Objects
- Inserting Files

Creating Forms

- Creating a form
- Use section breaks in forms
- Inserting Text, Checkbox and Dropdown form fields
- Set Form field options
- Inserting fields into your form
- Lock a form (Protection)
- Password protect forms
- Save as a template
- Use a form

Using Referencing Tools

- Insert a Tables of Contents, Table of Figures and Index
- Footnotes and Endnotes
- Cross Referencing
- Create and use Bookmarks
- Insert hyperlinks
- Edit hyperlinks
- Use mailto: hyperlinks

Mail Merging

- Use the Mail Merge Wizard Pane
- Use the Mail merge contextual ribbon
- Create a data source
- Use an existing data source
- Filter and Sort a Data Source in Word
- Create letters
- Create labels
- Predefined merge field blocks
- Insert merge fields
- Simulate a merge
- Preview merge data
- Merge to printer
- Merge to email
- Insert and use the: Fill-in, If, Then, Else, fields.

Introduction to Macros

- Record and Run a Macro
- Basic Macro editing
- Assigning macros to a ribbon or toolbar

Building a Template

- Built In Word templates
- Office online templates
- What is in a template?
- Create a template
- Edit and modify a template
- Include boilerplate text and styles
- Managing your Templates

Word customization

- Customize ribbons and Quick access toolbar
- Set default word options
- Set or edit default file paths
- Set or change languages for Word
- Manage add-in