

# Professional Documentation Master Class using Microsoft Word



## Make your documents work for you

We write business documents for several reasons, such as to communicate a thought, idea or suggestion or to stimulate interest or some form of action from the reader.

Therefore, what we write and how this communication is displayed are all vitally important.

We should be spending 80% of our time getting the message right and 20% of our time making it look right. However, using Microsoft Word, we often end up spending 80% of our time battling with the formatting.

## Getting the most out of Microsoft Word

Microsoft Word can be a powerful productivity tool in terms of writing business documents. However, because Word is designed to be used straight 'out of the box', with no training, people often pick up bad habits and can fall into the trap of perpetual formatting.

The Doldrum Bay Consulting course **Professional Documentation Master Class using Microsoft Word** will help you to break those habits.

## Who Should Attend:

People who use Microsoft Word and want to:

- Create more professional looking documents, such as proposals, or reports for clients, that are quick and easy to edit and format
- Take other people's poorly formatted documents and convert them into masterpieces (in minutes rather than hours)
- Understand how to solve common problems with Word documents (including formatting anomalies)
- Focus on the important things in documents – such as getting the correct message across!

## What to Expect:

This is a hands-on course built around slides, discussions, workshops and case study exercises. Course materials guide the participants through the professional approach to using Microsoft Word and during the course the participants will be creating and amending several documents.

## Immediate Benefits:

After the course, participants should be able to:

- Create and modify a document using the pre-defined Word Styles
- Create a new Word Style
- Use document templates
- Apply Word Styles to 'messy' documents that don't use them
- Fix problems as they occur
- Remove hidden data, and create secure documents
- Create beautifully formatted communications quickly and efficiently

## Course Format:

- A half-day instructor-led workshop.
- Participants will need to bring their own Windows laptop with at least Microsoft Word 2013.

## Course Tools:

- Participants receive a Learning Guide, checklists and examples.

## Who to contact:

- For more information, and to see how Doldrum Bay Consulting can help you, contact us at: <https://www.doldrumbayconsulting.com/contact>