Professional Report Writing in MS Word

COURSE INFORMATION

It is always impressive to see a well-designed Word document being used as a template in the office or somewhere in the world. This Microsoft Word course intends to teach each delegate the fundamental, easy, and “funky” skills to do just that. Template documents make life in the digital world a “work smart” environment and not a “work hard” environment. The course is designed to display and teach skills visually, with exercise material at key points throughout, even creating a custom template from scratch.

Somewhere along the journey of an office-based career, individuals would have needed to (or will in the future need to) create a report document. The core of this course is to teach delegates the skills necessary to be comfortable in creating a professional document or compiling an outstanding report. Good document etiquette displays a level of professionalism which will be recognised in your organisation.

COURSE CONTENT

The course consists of a solid principle-based grounding, followed by a wealth of practical examples, exercises, and even a practical template document created from scratch.

- **Basic need-to-knows, shortcuts, time-saving tips and tricks**
- **Document preparation and planning (styles and quick formatting)**
- **Using objects and visuals to compliment your document**
- **Bullets, numbering, paragraphs, justification, and editing**
- **Report-writing essentials and more advanced report-writing skills**
- **Reviewing tools for easy feedback and modifications**
- **Intermediate skills, such as using automatic equations in your document**
- **Advanced and professional skills, such as using standardised referencing tools**
- **A set of fancy skills to impress, including date pickers and drop-down menus**
- **Developer options to customise your document even further**

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