

MICROSOFT WORD BASIC – FULL DAY COURSE

This course is suitable for users with no (or little) previous experience of using Word. Keyboard, mouse and Windows skills are prerequisite for this course. Practice Managers/Receptionists/GPs/Nurses can attend. A broad outline of the course topics are as follows:-

- Introduction to Word
- Screen Layout
- Creating New Documents
- Entering, Editing and Deleting Text
- Navigation and Selection Techniques
- File Procedures – Saving, Closing and Opening Documents
- Using the Office Clipboard - Cut, Copy and Paste
- Using Automatic Features - AutoText & AutoCorrect
- Formatting Techniques – Text and Paragraph
- Proofing Tools – including Spell Checker
- Find and Replace
- Headers and Footers
- Pagination and Page Set-up
- Printing and Print Preview

MICROSOFT WORD INTERMEDIATE – FULL DAY COURSE

This course is suitable for users with a working knowledge of using Microsoft Word, or those who have attended the Word Basic Course. Keyboard, mouse and Windows skills are prerequisite for this course, as is some previous Word experience. Practice Managers/Practice Nurses/GP's/Anyone in the Practice who may use more Advanced features of Word can attend.

A broad outline of the course topics are as follows:-

- Working with Tables
- Styles
 - What are Styles
 - Using the Style Gallery and Heading Styles
 - Creating, Applying Styles & Modifying Styles
- Using Track Changes
- Templates
 - What are Templates, Creating your own templates
 - Creating documents based on Templates, Using the Template Wizard
- Sending a Document via Email
- Working with Graphics & Using Section Breaks, Envelopes and Labels

MICROSOFT WORD ADVANCED – FULL DAY COURSE

This course is suitable for users with a good working knowledge of Microsoft Word, or for those who have attended an Intermediate Word Course and who wish to benefit from the Advanced Word features. Keyboard, mouse and Windows skills are prerequisite for this course. Practice Managers/Practice Nurses/GP's/Anyone in the Practice who may use more Advanced features of Word can attend.

A broad outline of the course topics are as follows:-

- Mail Merge
- Working with Long Documents
 - Outline
 - Master and Sub-Documents
- Creating Table of Contents
- Document References
- Recording and Using Macros
- Customising Word
- Advanced use of “Find” and “Replace”

MICROSOFT MAIL MERGE – HALF DAY COURSE

This course is suitable for users with a good working knowledge of Microsoft Word, who regularly send mail shots to multiple recipients. Keyboard, mouse and Windows skills are prerequisite for this course. Practice Managers/Practice Nurses/GP's/Anyone in the Practice who may use more Advanced features of Word can attend.

A broad outline of the course topics are as follows:-

- Creating a basic Mail Merge using the Wizard
 - Including Letters, Labels and Emails
 - Creating and Using Data Sources
- Using Data from Word Tables
- Using the Mail Merge Toolbar
- Using IF..THEN..ELSE fields
- Using Other Data Sources, e.g. Excel Access

MICROSOFT EXCEL BASIC – FULL DAY COURSE

This course is suitable for users with no (or little) previous experience of using Excel. Keyboard, mouse and Windows skills are prerequisite for this course. Practice Managers/Receptionists/GP's/Nurses can attend.

A broad outline of the course topics are as follows:-

- Introduction to Excel
- Screen Layout
- Creating New Workbooks
- Entering & Editing Data
- Clearing & Deleting Data
- Navigation and Selection Techniques
- Inserting and Deleting Rows & Columns
- File Procedures - Saving , Closing and Opening Workbooks
- Using the Office Clipboard - Cut, Copy and Paste
- Creating & Editing Formulae
- AutoSum & Basic Functions
- Formatting the Workbook – Text, Number and Date formats
- Conditional Formatting
- Print Preview & Page Set-up
- Printing & Print Area
- Introduction to Basic Charts

MICROSOFT EXCEL INTERMEDIATE/ADVANCED – FULL DAY COURSE

This course is suitable for users who wish to develop their existing spreadsheet skills. Keyboard, mouse, Windows and previous basic experience of Excel (or similar spreadsheet software) are prerequisite for this course. Practice Managers/GPs/Nurses can attend.

- Charts - Creating & Formatting
- Working with Multiple Worksheets
 - Deleting/Renaming Worksheets, Formatting Multiple Worksheets, Multiple Worksheet Formulae/Functions
- Linking Multiple Workbooks
- Conditional Logic
- Working with Databases
 - Sorting Data, Filtering Data, Using subtotals
- Group & Outline
- Basic PivotTables
- Creating Custom Lists

MICROSOFT POWERPOINT – FULL DAY COURSE

This course is suitable for users with no (or little) previous experience of using PowerPoint. Keyboard, mouse and Windows skills are prerequisite for this course. Practice Managers/Practice Nurses/GP's/Anyone in the Practice who may use presentations can attend.

A broad outline of the course topics are as follows:-

- Introduction to PowerPoint
- Screen Layout and Toolbars
- File Procedures - Creating, Saving, Closing and Opening a Presentation
- Adding Text Slides
- Adding Graphic Slides
- Editing and Formatting your Presentation
- Using Different Views & Printing
- Customising the Background and Design Templates
- Creating a Slide Show
 - slide transitions,
 - build effects and animations,
 - rehearsing timings

MICROSOFT ACCESS – FULL DAY COURSE

This course is suitable for users with no (or little) previous experience of using Access. Keyboard, mouse and Windows skills are prerequisite for this course. Practice Managers/GP's/Nurses can attend.

A broad outline of the course topics are as follows:-

- Database Overview
- Introduction to Database Design
- Introduction to Microsoft Access
- Creating, Opening and Closing a Database
- Creating and Using Tables
- Finding, Sorting & Filtering Data
- Inserting/Deleting Records
- Setting Up Select Queries
- Relationships
- Creating and Using Basic Forms
- Creating and Using Basic Reports

Training courses are held in our Training Suite at the

LMC OFFICES, 40 NEW CITY ROAD, GLASGOW, G4 9JT TEL No 0141-332-8081: FAX No 0141-332-6798

If you would like any further information or would like to register for any of the courses advertised, please contact Elaine McLaren on any of the above numbers, or alternatively email : <mailto:elaine.mclaren@glasgow-lmc.co.uk>

Booking Forms are enclosed, but can also be found in the training section on our LMC webpage: www.glasgow-lmc.co.uk