

fearless formatting in Microsoft Word

Click
here to
register

bootcamps 2019

dates

Fridays, 9am to 1pm

15 Mar • 17 May • 12 Jul • 13 Sept • 8 Nov

cost

R575 per workshop (incl. beverages and snacks)

5% off if you book for all five workshops or for five or more people

venue

Q on First, Johannesburg

39a First Avenue East, Parktown North
(10 minutes from Gautrain Rosebank)

info

See page 2 for more information on how the course will be run

topics

See page 3 for which topics will be covered in each session



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to register**

course info

When are the bootcamps?

Fearless Formatting Bootcamp sessions for Microsoft Word are held every two months, on a Friday morning. This allows you to plan and budget for the training, and fit it in around your work deadlines.

Are they for beginners?

Whether you're a beginner or long-time user, we believe you will learn something useful. You will need to know how to open Word, and how to create, open and save a document.

Must I attend all the sessions?

No, just the ones that interest you.

Must I bring my own laptop?

Yes.

What version of Word is used?

MS Word 2016 for Windows.

Can I work on an older version?

Yes, but we don't recommend it.

Will we get a training manual?

No, but we will send you a document with links to excellent online help guides for all the topics covered in a session.

Are there any discounts?

Yes:

- 5% off for bookings of five or more
- 5% discount if you book and pay for all sessions upfront

Is there parking at the venue?

Yes.

Is the venue accessible for wheelchairs?

Yes, we can assist people in wheelchairs.



dates and topics

1	15 March 2019	<ul style="list-style-type: none"> • Customising Word for how you work • Working with formatting marks • Find & replace (text & formatting) • Copy & paste (advanced options)
2	17 May 2019	<ul style="list-style-type: none"> • Section breaks (pages, columns) • Headers & footers • Page numbering • Track changes • Footnotes & endnotes
3	12 July 2019	<ul style="list-style-type: none"> • An introduction to Styles (paragraphs, lists & headings) • Lists (bullets & numbers) • Table of contents
4	13 September 2019	<ul style="list-style-type: none"> • Tables • Images • Captions • List of tables/figures
5	8 November 2019	<ul style="list-style-type: none"> • Designing & using templates • Easy, useful macros