



# Ms Works Introduction (i)

*Duration - Two Days*

PRE-REQUISITES & OBJECTIVES

*This course has been designed for users who are new to Microsoft Works.  
By the end of the course participants will be able to create effective documents, spreadsheets and databases with this powerful integrated software*

**Main Features of the Course Include:**

## WORD PROCESSING BASICS

### OPENING SCREEN TOUR

- \* Opening Screen \* Common Windows Interface \* Pull-Down Menus \* Toolbar and Ruler \* Undoing Changes \*
- \* Typing Deleting & Editing Text \* Create, Save & Print a Document \* Moving Around & Selection Techniques \*

### WORKING WITH CHARACTERS AND PARAGRAPHS

- \* Applying Bold, Italic etc \* Changing Fonts, Styles & Sizes \* Using the Ribbon to speed up formatting \*
- \* Alignment Options \* Understanding Indents \* Setting Tabs \* Changing Line Spacing \* Adding Borders \*

### MANIPULATING TEXT

- \* Copying & Moving Text \* Copying Character Styles & Paragraph Formats \*
- \* Copying & Moving Text - documents & applications \* Inserting & Viewing Special Characters \*

### WORKING WITH PAGES

- \* Changing Paper Size & Orientation \* Setting Margins \* Soft & Hard Page Breaks \*
- \* Headers, Footers & Page Numbering \* Using Print Preview \* Print Options \*

### PRODUCTIVITY TOOLS

- \* Using Find & Replace \* Spell Checking \* Thesaurus \*

### OTHER USEFUL TOPICS

- \* Using WP with other Applications \* Linking Objects \* Creating Template \*

## SPREADSHEET BASICS

- \* The Opening Screen \* Pull-Down Menus \* Moving around the Spreadsheet \* Moving and Copying Data \*
- \* Entering, Inserting & Deleting Data, Numbers and Labels \*
- \* Creating, Saving & Opening Worksheets \* Using the Help Facility \* Using the Toolbar \*

### CALCULATIONS & FUNCTIONS

- Standard Formula Conventions \* Entering Formulae \* Using Operators & Functions \* Relative/Absolute Cells \*

### ENHANCING THE WORKSHEET

- Changing Cell Width & Alignment \* Working with Columns \* Inserting & Deleting Rows & Columns \*
- \* Using Fonts, Styles & Borders \* Naming Cells & Ranges \*

### CHARTS & GRAPHS

- \* Introduction to Charts & Graphs \* Selecting the correct Data \*
- \* Using the main types: AREA - BAR - COLUMN - LINE - PIE \* Formatting & Customising Charts \*

### PRINTING

- \* Print Preview \* Applying Headers & Footers including Numbering \* Page Breaks \*
- \* Page Setup, Margins \* Changing the Default Printer \* Printing the Spreadsheet \*

### OTHER USEFUL TOPICS

- Protecting Entries \* Hiding Columns \* Creating Templates \*



## Ms Works Introduction (ii)

### DATABASE BASICS

- \* What is a Database \* The Database Window \* The Toolbar \*
- \* Understanding Forms, Records & Fields \* Database Views \*

### CREATING A DATABASE

- \* Creating a Form \* Entering Data \* Working in Form View \* Changing Field Widths \*
- \* Working in List View \* Editing Data in Fields \* Adding & Deleting Records \*
- \* Cutting & Pasting Techniques \* Reorganising Fields \* Adding & Deleting Fields
- \* Adding Numbers & Dates \* Adding Labels & Descriptions \*
- \* Calculating in the Database \* Protecting a Database \* Saving a Database \*

### USING THE DATABASE

- \* Sorting Records \* Searching for Information \* Defining Queries & Query View \*

### PAGES & PRINTING

- \* Page Setup \* Printing \*

### REPORTS

- \* Defining Reports \* Working with Statistics \* Formatting Reports \* Saving & Printing Reports \*

### OTHER USEFUL TOPICS

- \* Setting up Form Letters \*