

Effective Business Report Writing

This course is intended specifically to help those writing longer documents (eg instruction manuals, report writing etc) who wish to refresh themselves with some common grammar guidelines, and understand the more advanced features of Word specifically geared to long documents and covered to a greater depth than on the Intermediate and Advanced Courses.

Pre-requisite for attending this course:

Attendees should be regular and comfortable users of Word and have attended our Word Introductory course, or be fully familiar with the features covered on that course.

➤ Writing for Business

- Using an Apostrophe
- Using Initial Capitals, Acronyms, Abbreviations and Contractions
- Email – Best Practices and Recommendations
- Bullets vs Numbering of Lists
- Planning your Reports
- Numbered Headings
- Writing Style – Reflective or Objective

➤ Word – Advanced features for Easier Report Writing

- Using the Built In Style Sets
- Creating, Modifying and Applying Styles
- Numbering Headings
- Using different Views for easier editing
- Working with portrait and landscape pages in the same document
- Insert Headers and Footers in Sections (?)
- Insert and Modify a Table of Contents
- Inserting and working with images
- Adding captions to images
- Insert a Table of Figures
- Cross referencing
- Footnotes and Endnotes

Potential features for a tailored course

If you have specific needs then a course can be tailored to your needs, please talk to us.

- Smart Art
- Insert a cover page
- Creating a template
- Saving regularly used text or items