



Corporate Training Materials

All of our training products are fully customizable and are perfect for one day and half day workshops. You can easily update or insert your own content to make the training more relevant to participants. Our material is completely customizable and is backed up by a 90 day 100% no questions asked money back guarantee!

With our training courseware you are able to:

- Add your name and logo (and remove ours).
- Add your own content to make the training more relevant to your clients (i.e. using examples and case studies from within your organization or city)
- Train unlimited users within your organization.
- No Annual Renewal Fees
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Preface



Welcome to Corporate Training Materials, a completely new training experience!

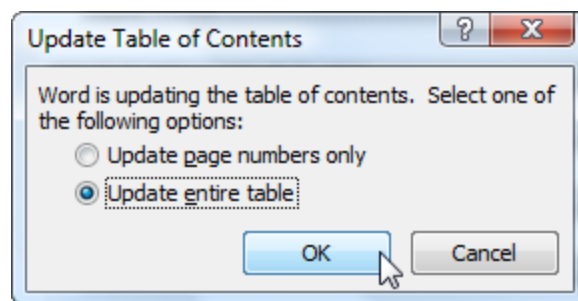
Our courseware packages offer you top-quality training materials that are customizable, user-friendly, educational, and fun. We provide your materials, materials for the student, PowerPoint slides, and a take-home reference sheet for the student. You simply need to prepare and train!

Best of all, our courseware packages are created in Microsoft Office and can be opened using any version of Word and PowerPoint. (Most other word processing and presentation programs support these formats, too.) This means that you can customize the content, add your logo, change the color scheme, and easily print and e-mail training materials.

How Do I Customize My Course?

Customizing your course is easy. To edit text, just click and type as you would with any document. This is particularly convenient if you want to add customized statistics for your region, special examples for your participants' industry, or additional information. You can, of course, also use all of your word processor's other features, including text formatting and editing tools (such as cutting and pasting).

To remove modules, simply select the text and press Delete on your keyboard. Then, navigate to the Table of Contents, right-click, and click Update Field. You may see a dialog box; if so, click "Update entire table" and press OK.

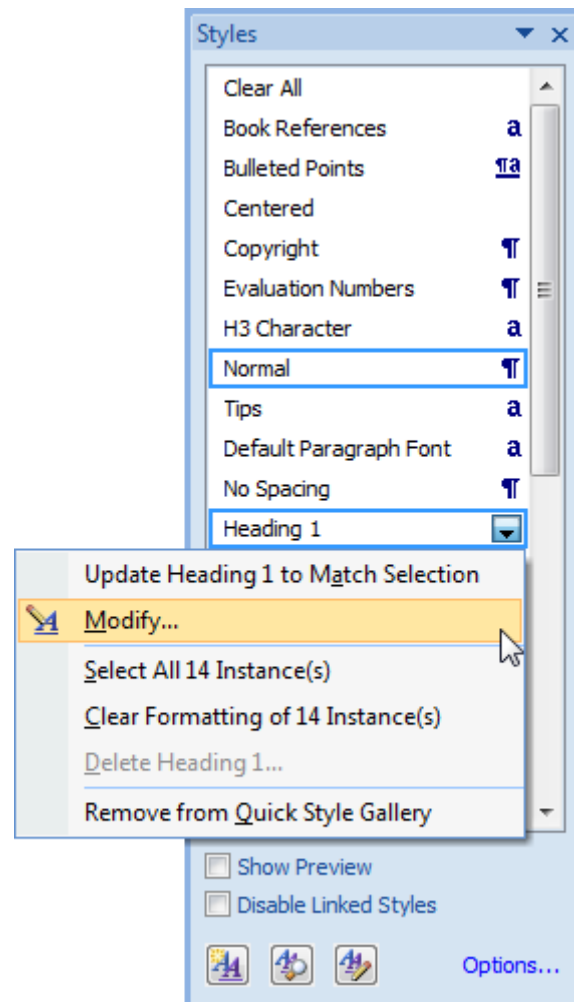


(You will also want to perform this step if you add modules or move them around.)

If you want to change the way text looks, you can format any piece of text any way you want. However, to make it easy, we have used styles so that you can update all the text at once.

If you are using Word 97 to 2003, start by clicking the Format menu followed by Styles and Formatting. In Word 2007 and 2010 under the Home tab, right-click on your chosen style and click Modify. That will then produce the Modify Style options window where you can set your preferred style options.

For example, if we wanted to change our Heading 1 style, used for Module Titles, this is what we would do:



Now, we can change our formatting and it will apply to all the headings in the document.

For more information on making Word work for you, please refer to [Word 2007 or 2010 Essentials](#) by Corporate Training Materials.

Materials Required

All of our courses use flip chart paper and markers extensively. (If you prefer, you can use a whiteboard or chalkboard instead.)

We recommend that each participant have a copy of the Training Manual, and that you review each module before training to ensure you have any special materials required. Worksheets and handouts are

included within a separate activities folder and can be reproduced and used where indicated. If you would like to save paper, these worksheets are easily transferrable to a flip chart paper format, instead of having individual worksheets.

We recommend these additional materials for all workshops:

- Laptop with projector, for PowerPoint slides
- Quick Reference Sheets for students to take home
- Timer or watch (separate from your laptop)
- Masking tape
- Blank paper

Maximizing Your Training Power

We have just one more thing for you before you get started. Our company is built for trainers, by trainers, so we thought we would share some of our tips with you, to help you create an engaging, unforgettable experience for your participants.

- **Make it customized.** By tailoring each course to your participants, you will find that your results will increase a thousand-fold.
 - Use examples, case studies, and stories that are relevant to the group.
 - Identify whether your participants are strangers or whether they work together. Tailor your approach appropriately.
 - Different people learn in different ways, so use different types of activities to balance it all out. (For example, some people learn by reading, while others learn by talking about it, while still others need a hands-on approach. For more information, we suggest [Experiential Learning](#) by David Kolb.)
- **Make it fun and interactive.** Most people do not enjoy sitting and listening to someone else talk for hours at a time. Make use of the tips in this book and your own experience to keep your participants engaged. Mix up the activities to include individual work, small group work, large group discussions, and mini-lectures.
- **Make it relevant.** Participants are much more receptive to learning if they understand why they are learning it and how they can apply it in their daily lives. Most importantly, they want to know how it will benefit them and make their lives easier. Take every opportunity to tie what you are teaching back to real life.
- **Keep an open mind.** Many trainers find that they learn something each time they teach a workshop. If you go into a training session with that attitude, you will find that there can be an

amazing two-way flow of information between the trainer and trainees. Enjoy it, learn from it, and make the most of it in your workshops.

And now, time for the training!

Icebreakers

Each course is provided with a wide range of interactive Icebreakers. The trainer can utilize an Icebreaker to help facilitate the beginning of the course, as it helps “break the ice” with the participants. If the participants are new to each other, an icebreaker is a great way to introduce everyone to each other. If the participants all know each other it can still help loosen up the room and begin the training session on positive note. Below you will see one of the icebreakers that can be utilized from the Icebreakers folder.

Icebreaker: Friends Indeed

Purpose

Have the participants moving around and help to make introductions to each other.

Materials Required

- Name card for each person
- Markers

Preparation

Have participants fill out their name card. Then, ask participants to stand in a circle, shoulder to shoulder. They should place their name card at their feet. Then they can take a step back. You as the facilitator should take the place in the center of the circle.

Activity

Explain that there is one less place than people in the group, as you are in the middle and will be participating. You will call out a statement that applies to you, and anyone to whom that statement applies must find another place in the circle.

Examples:

- Friends who have cats at home
- Friends who are wearing blue
- Friends who don't like ice cream

The odd person out must stand in the center and make a statement.

The rules:

- You cannot move immediately to your left or right, or back to your place.
- Let's be adults: no kicking, punching, body-checking, etc.

Play a few rounds until everyone has had a chance to move around.

Instructor Guide Sample

On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor train that particular lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.

Information is the seed for an idea, and only grows when it's watered.

Heinz V. Bergen

Sample Module: Design Advanced Documents

Once you've mastered basic documents in Word, you're ready to create some more complicated products. This module takes a look at two different ways to control how your pages appear – setting page setup layout options and setting paragraph pagination options. We'll also take a look at styles – how to create your own styles and modify existing styles. Finally, we'll perform some advanced editing and formatting using search and replace and linking.

Control Pagination

Estimated Time for this Lesson	25 minutes
Topics in this Lesson	<ul style="list-style-type: none">• Create a two-page spread• Increase header and footer space• Change vertical page alignment• Set paragraph pagination options

Create a Two-Page Layout

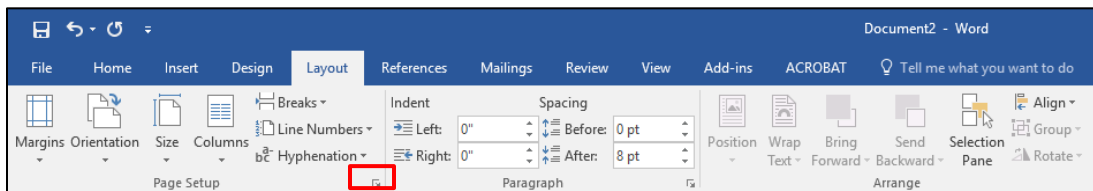
Documents printed two-sided often use different layouts for right and left pages. For example, you might want the page number to always appear on the outside edge of the page.

Topic Objective	Set advanced page setup layout options for different headers and footers
Topic Summary	<p>To create this effect, you use different headers and footers for odd and even pages.</p> <p>On the Layout tab of the Ribbon, select the small square in the Page Setup group to open the Page Setup dialog box. Select the Layout tab. Check the Different odd and even box under Headers and Footers.</p>

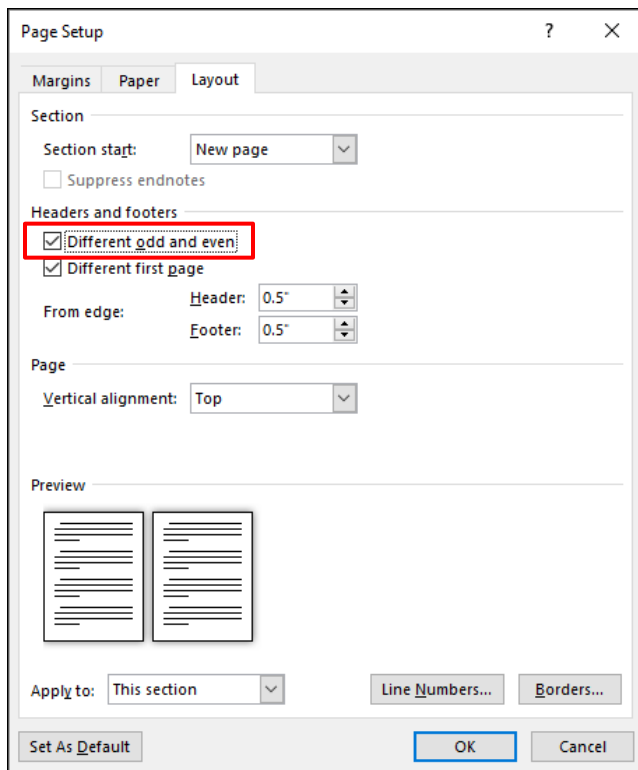
Materials Required	“Sample user guide” sample file
Recommended Activity	Have the participants create different headers and footers for the sample document to create odd and even pages.
Stories to Share	You can also have a Different first page for a cover. In a document with odd and even pages (to be printed two-sided), the cover is on the right page.

Show the participants how to create different layouts for odd and even pages.

1. Select the small square in the **Page Setup** group of the **Page Layout** tab on the Ribbon to open the **Page Setup** dialog box.



2. Select the **Layout** tab.
3. Check the **Different odd and even** box under **Headers and Footers**.



4. Select **OK**.
5. Modify the even page header and footer to design them for what the left pages should look like.

- Modify the odd page header and footer to design them for what the right pages should look like.

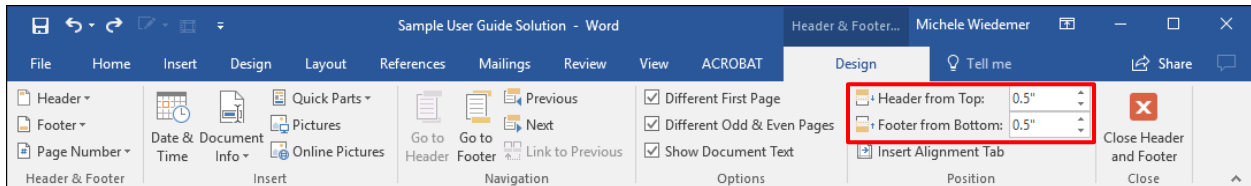
Change Header and Footer Space

By default, headers and footers start a half an inch from the edge of the page.

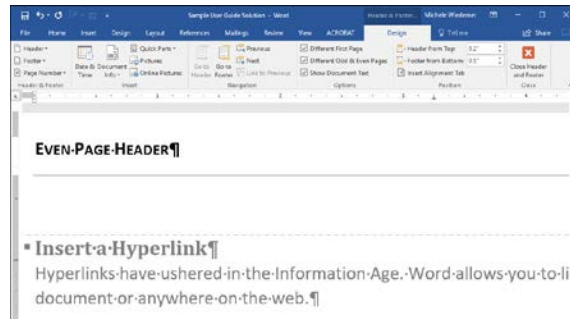
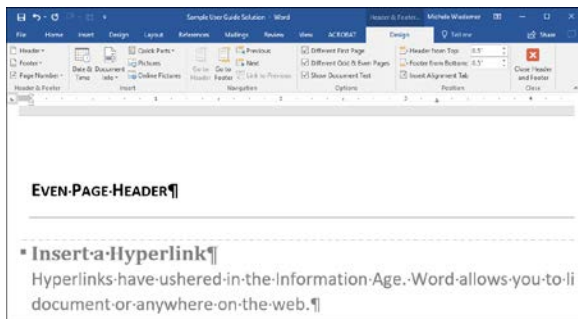
Topic Objective	Change header and footer position
Topic Summary	To change the header and footer space, double-click on a header or footer to open the Header & Footer Tools Design tab on the Ribbon. Change the amount of space in the Header from Top and/or Footer from Bottom fields.
Materials Required	“Sample User Guide” from previous topic with headers and footers added
Recommended Activity	Have the participants decrease the space for the headers and footers for the document.

Show the participants how to decrease the header and footer space.

- Double-click on the header or footer to activate the **Header & Footer Tools Design** tab on the Ribbon.
- Use the up or down arrows, or enter the new amount of space in the **Header from Top** field.



- Use the up or down arrows, or enter the new amount of space in the **Footer from Bottom** field.



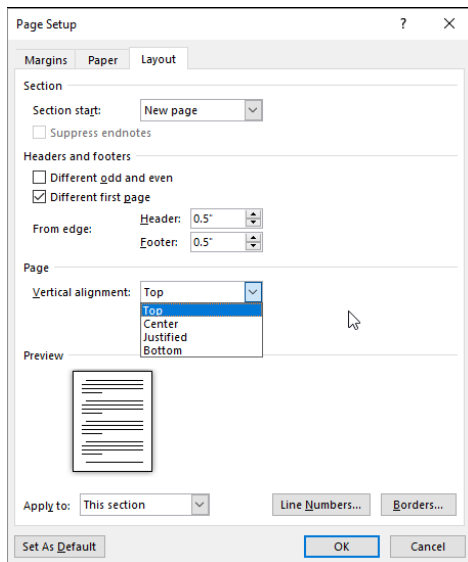
Change Vertical Page Alignment

You can control how your text appears on the page from top to bottom.

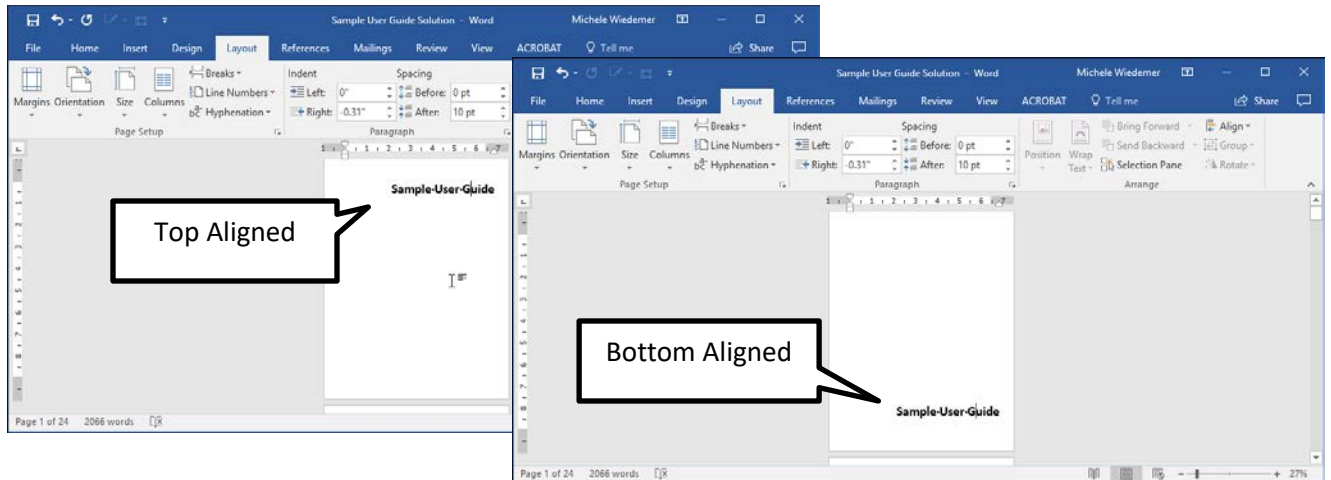
Topic Objective	Set advanced page setup layout options for vertical alignment
Topic Summary	Open the Page Setup Dialog box to the Layout tab. You can align your content to the top, center, or bottom of the page, as well as justifying the content to fill the page.
Materials Required	“Sample User Guide” sample file
Recommended Activity	Have the participants change the vertical alignment of the page.

Show the participants how to set the page vertical alignment.

1. Select the small square in the **Page Setup** group of the **Page Layout** tab on the Ribbon to open the Page **Setup** dialog box.
2. Select the **Layout** tab.



3. Select a new alignment from the **Vertical alignment** drop down list.
4. Select **OK**.



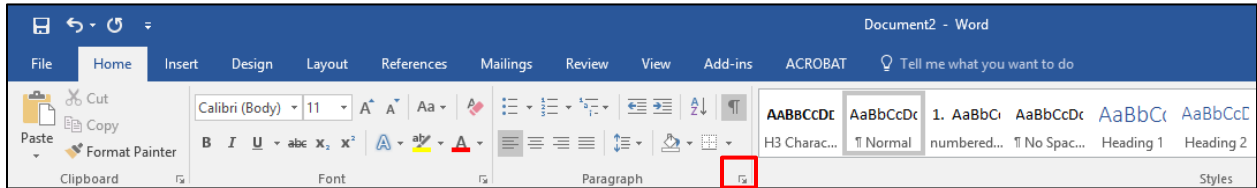
Set Paragraph Pagination Options

You can control how a paragraph breaks (or doesn't break) across pages.

Topic Objective	Set line and page break options for a paragraph
Topic Summary	<p>Place your cursor in the paragraph you want to modify.</p> <p>Use the small square in the Paragraph group on the Home or Layout tab of the Ribbon. Open the Line and Page Breaks tab.</p> <p>Widow and Orphan control is on by default to keep Word from showing a single line of a paragraph at the bottom or the top of a page.</p> <p>Check the Keep with Next box if you want the selected paragraph to never have a page break between the selected paragraph and the next paragraph.</p> <p>The Keep lines together option is slightly different. Checking this box will prevent a page break anywhere in the selected paragraph.</p> <p>Check the last option if you want a page break before the selected paragraph. This setting is very useful for creating styles that always start at the top of the page.</p>
Materials Required	"Sample User Guide"
Recommended Activity	Have the participants open the Paragraph dialog box to the Line and Page Breaks tab and see how Word handles pagination with each of the settings.
Stories to Share	Keep with next is great when you want to keep items together, like a sentence with associated bullets or text that introduces a table or image.
Delivery Tips	Participants may need to insert some manual page breaks and experiment with different paragraphs and different settings to see how these work.

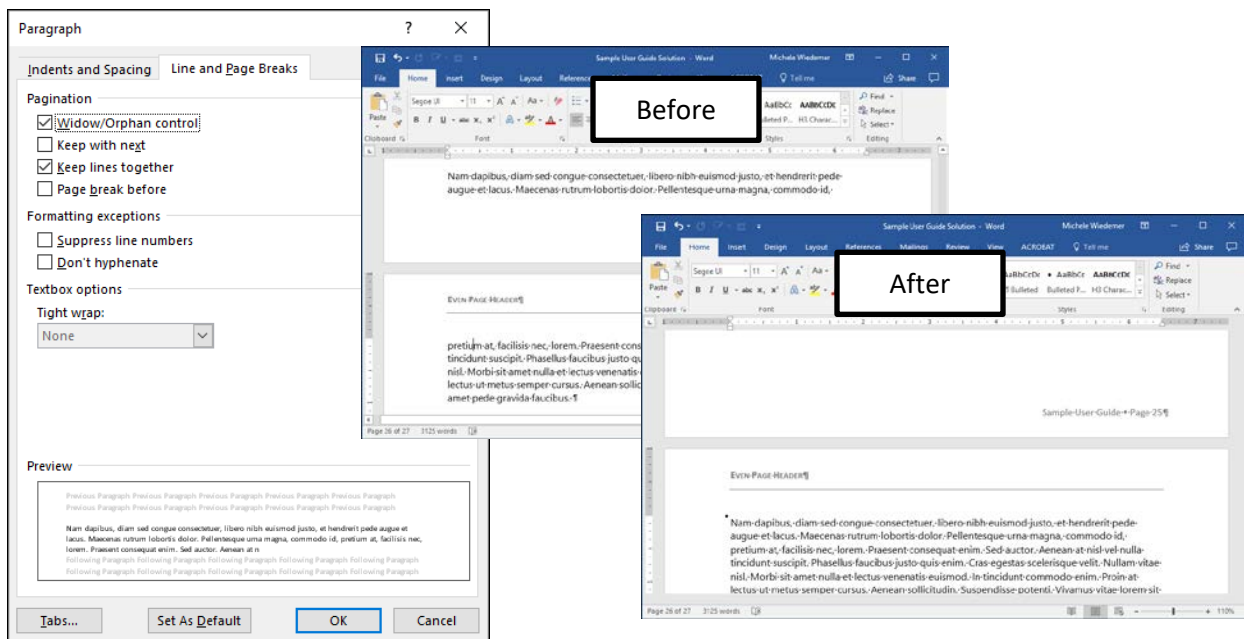
Show the participants how to change the paragraph pagination settings.

1. Place your cursor in the paragraph you want to modify.
2. Select the small square in the Paragraph group of the **Home** tab on the Ribbon to open the Paragraph dialog box.



3. Select the **Line and Page Breaks** tab.
4. Check the box(es) to indicate how Word should handle pagination:
 - a. **Widow and Orphan control**: keep Word from showing a single line of a paragraph at the bottom or the top of a page.
 - b. **Keep with Next**: do not allow a page break between the selected paragraph and the next paragraph.
 - c. **Keep lines together**: prevent a page break anywhere in the selected paragraph.
 - d. **Page break before**: adds a page break before the selected paragraph.

In the following example, **Keep lines together** has been checked.



Module 2 : Review Questions

1. What creates a two-page layout?
 - a) Using different odd and even headers and footers
 - b) Adding a cover page
 - c) Adding a page break
 - d) Keeping paragraph lines together

A two-page layout is designed by creating different odd and even headers and footers.

2. Changing the **Header from Top** space to a larger measurement moves the content of the header:
 - a) Closer to the edge of the page
 - b) Closer to the middle of the page

The larger the measurement, the more space is added at the edge of the page before the header content starts.

3. Which setting avoids a page break after the selected paragraph?
 - a) Widow/Orphan Control
 - b) Keep with Next
 - c) Keep Lines Together
 - d) None of the Above

Check the Keep with Next paragraph to insure that the selected paragraph does not allow a page break after it. The next paragraph must fit at least two lines on the page.

4. You can assign a keyboard shortcut to a style to make applying it easier.
 - a) True
 - b) False

When you modify a style, you can select Keyboard Shortcut from the Format drop down list and assign a shortcut to that style.

Quick Reference Sheets

Below is an example of our Quick reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date.

They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.

Word 2016 Expert

Entering Data

1. Select cell.
2. Enter text or numbers.
3. Press Enter or Tab to move to next cell.

Editing Data

1. Select cell and edit the contents of the Formula Bar.
2. Or double-click to edit cell contents.

Using AutoFill

1. Select cell with contents you want to repeat or use in a series.
2. Drag the bottom right corner handle to include the cells where you want Excel to Autofill.

Adding a Tool to Quick Access

1. Select the small arrow at the top right of the window.
2. Select a tool from the drop down list to add it.

Editing Headers and Footers

1. Select the **View** tab.
2. Select **Page Layout** view.
3. Click on the Header or Footer to change it.

Using Backstage View

Select the **File** tab from the Ribbon to open the Backstage View for printing, saving, and inspecting workbooks.

Creating a Table

1. Select the data.
2. Select **Format as Table** from the Home tab on the Ribbon.
3. Select the Table Style.
4. In the Format as Table dialog box, check the **My table has headers** box if you want to use the top row in formatting or filtering options.
5. Select **OK**.

Filtering Data

1. Format the data as a table.
2. Select the small arrow in the header for the column containing the information you want to filter.
3. Check one or more boxes to filter specific information Excel found in that column. Or select **Text Filters** or **Number filters** to build a custom auto filter.

Sorting on Multiple Columns

1. Select the first column header with the primary information you want to sort.
2. Select the Sort & Filter tool from the Home tab on the Ribbon.
3. Select **Custom Sort**.
4. Use the **Sort** dialog box to Add Level and indicate the column to include in the sort, how to sort that column and the order to sort that column.
5. Select **OK**.

Certificate of Completion

Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.

CERTIFICATE OF COMPLETION

[Name]

Has mastered the course

Word 2019 Expert

Awarded this _____ day of _____, 20____

Presenter Name and Title

PowerPoint Sample

Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide. PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.

Module Two: Create and Manage Documents

This module takes a look at two different ways to control how your pages appear – setting page setup layout options and setting paragraph pagination options. We'll also take a look at styles – how to create your own styles and modify existing styles. Finally, we'll perform some advanced editing and formatting using search and replace and linking.



Information is the seed for an idea, and only grows when it's watered.
Heinz V. Bergen

Lesson: Control Pagination

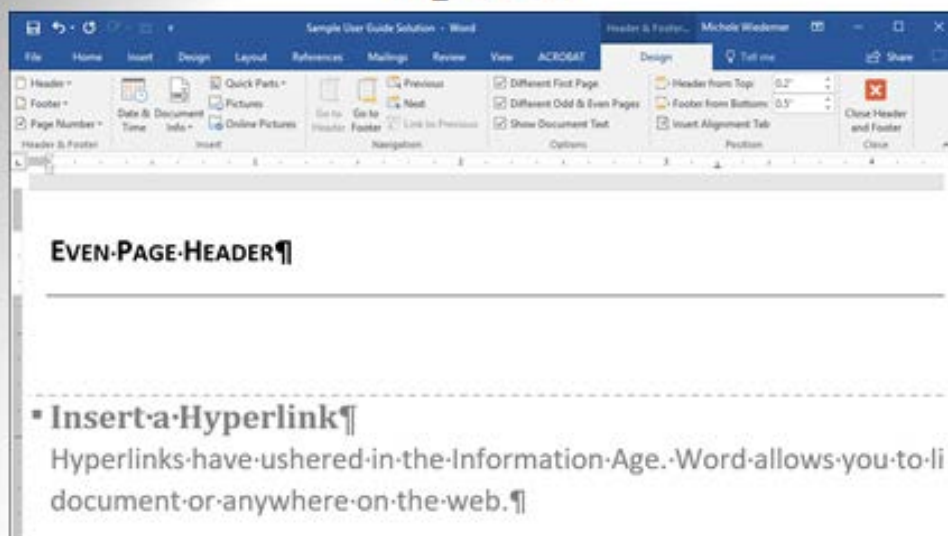
In this lesson, we'll introduce the following topics:

- Create a two-page spread
- Increase header and footer space
- Change vertical page alignment
- Set paragraph pagination options

Create a Two-Page Spread



Increase Header and Footer Space



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