

## **M05 - Introduction to MS Word and MS Excel for Solicitors**

Management & Professional Development Skills Courses (3 CPD Hours)



The purpose of this course is to provide a basic introduction to the features of MS Word and MS Excel for solicitors. It is relevant to solicitors that have not used either Word or Excel before and would like to know how to do perform the basic functions of the software.

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**The table of contents for this course is the following: Marketing and the marketing concept**

Introduction to MS Word and MS Excel

- MS Word for solicitors
- MS Excel for solicitors PDF document

MS Word 2003

- Ms Word 2003 user manual
- How to open MS Word, create and save a document
- Video guide
- How to open Word doc, edit and delete text
- How to make text bold, italics and underlined
- How to change font type and size
- How to check spelling, preview and print document
- How to align, move text and undo actions

MS Word 2007

- MS Word 2007 user manual
- 'How to' video guides
- How to launch Word 2007
- The Word 2007 ribbon
- Create and save a document
- Open document, edit and delete text
- Format text
- Edit fonts, align text
- Print documents

## MS Word practice exercise

- MS Word practice exercise
- How to do this in Word 2003 - video guide
- How to do this in Word 2007 - video guide

## MS Excel 2003

- MS Excel 2003 user manual
- MS Excel practice exercise
- MS Excel 2003 practice exercise - video guide file

## MS Excel 2007

- MS Excel 2007 user manual
- MS Excel practice exercise
- MS Excel 2007 practice exercise - video guide file

From the course you can download relevant notes and documents for your own use, you can also link to other relevant websites and resources.

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### **About the author:**

Dr. John Wall is Head of School for Education and Professional Development in a leading Irish Third Level Institution. He has vast experience in designing and delivering courses in business related subjects. John also has a particular interest in the delivery of continuing professional development through an elearning platform and has recently completed his doctoral thesis in this area.

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## Course quick links

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**Course cost:** €99.00

**Format:** On-line

**CPD Hours:** 3 hours

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### Links

[1] [http://solicitors.cpdcollege.com/cpdcol/cpdcoln\\_usersinterest.php?course=14](http://solicitors.cpdcollege.com/cpdcol/cpdcoln_usersinterest.php?course=14)

[2] <http://solicitors.cpdcollege.com/course/view.php?id=14>

[3] <http://cpdcollege.com/printpdf/142>

[4] <http://solicitors.cpdcollege.com/>