

REACT 2 TRAINING LTD

www.react2training.co.uk

Core
Skills

A man in a purple sweater and a woman are looking at a computer monitor. The man is leaning over the woman, and they both appear to be engaged in a collaborative task.

Courses

A woman in a black blazer is pointing at a whiteboard. The whiteboard has several terms written on it, including 'REQUEST', 'SPECIFIC', and 'CUSTOMER'. She is smiling and appears to be presenting or teaching.

Well-
being

A woman in a white blazer is smiling. She is looking towards the left of the frame. The background is a bright, modern office setting.

Microsoft Word

Our Word courses are for individuals who are responsible for producing complex documentation as part of their everyday job.

Course Outline

Our Word courses are for individuals who are responsible for producing complex documentation as part of their everyday job. They are useful for anyone who produces reports, user manuals or client-facing documents. These course shows delegates how to use Word to create, edit, format, and print documents.

Further to this delegates will gain familiarity with the best practices for word processing, explore the various ribbons, while learning numerous time saving tips. We will also show delegates how to customise the screen, discover new features, and experience hands-on tuition.

Adding captions to graphics and cross references and paragraph numbering in the text are vital to be able to improve efficiency for example by producing an automatic table of contents. This course focuses on those features which allow delegates to control document, making future editing much easier.

Content

- How to add fields to documents so you can edit and update key information
- Format longer documents consistently
- Creating an automatic table of contents
- Using document styles
- Creating new styles
- Advanced editing of style sheets
- Managing large documents
- Handling different page layouts
- Starting and stopping headers
- Newspaper columns and newsletters
- Inserting graphics & controlling positions
- Inserting charts
- Adding captions and cross references
- Revision markers

Who is this course for?

This course is suitable for anyone who is responsible for producing long or complex documents.

It will be very useful for anyone who produces reports, manuals or client-facing documents as well as those that wish to use some timesaving functions within Microsoft Word.

Duration	Ref
1 day	MSW



React 2 Training - About Us

We **specialise** in providing short courses, classes & workshops

Welcome to React 2 Training Ltd

We specialise in providing short training courses, classes and workshops for individuals and business across the UK. We also provide in-house training solutions and develop bespoke courses for business.

We believe that successful training is about encouragement, participation in a relaxed learning atmosphere. The trainers of our company have many years of experience working in industry, commerce and overseas. We set out learning objectives so by the end of the course you will have a clear idea of what you have learnt. Our training courses have been designed and written by professionals who have a vast amount of experience in their field of expertise.

Bespoke Material

React 2 Training Ltd can design fully customised training courses for your organisation. We will work with you to develop the material to ensure it reaches the knowledge and expertise your staff require. We can tailor learning objectives so you get exactly the right course delivered for you. We can develop short courses, workshops and blended learning. All the material we produce complies with VARK.

Experienced Trainers

All of our trainers have a minimum of Postgraduate Certificate in Education and have at least 15 years' experience of writing and delivering training.

They have experience of delivering training to a variety of audiences including FE colleges, public sector, private sector and overseas companies.



In-house training services

Flexible scheduling, saving your organisation time & money

If several people in your organisation have the same learning need, an in-house programme is likely to be the most effective training option. Our in-house programmes are **simple to arrange** and can be tailored to meet more specific learning needs. Training can be run from your own premises or we will help you select a suitable venue offsite.

Our existing courses can be customised to meet your organisation's requirements. With all our courses there are no hidden cost, the price you see is the price you pay.

Our in-house training programmes are **centred around your requirements**, we understand that in today's world that flexibility is an expectation. We can deliver training around your workforces schedule so that time is used effectively.

Typically choosing an in-house training programme **can save you 25%-30%** of what it would cost to put staff on open public courses. We set out clear aims and objectives with a focus on results and on demonstrating tangible returns on training spend.

We have clear pricing so the amount we quote is always the total cost and contains no hidden extras.

We set out **clear aims and objectives** with a focus on results and on demonstrating tangible returns on training spend. Our trainers have the experience to offer advice and ideas on the most effective, best value approach, always beginning with the required end result in mind. Each delegate on our training courses is given a free course pack which includes course notes, PowerPoint's and activities.





Our Learning Process

An approach that puts the **learners** needs first

1. Identify Needs

We like to know as much as we can about our learners as possible. This way we can cater areas of the course to suit particular needs and requirements.

2. Plan & Design

We like to induct our delegates onto our courses so we conduct icebreakers and set ground rules. This ensures the behaviour you can expect from us and what we can expect from you. We inform delegates of the qualification requirements and ensure we produce schemes of work to meet internal and external requirements.

3. Deliver & Facilitate

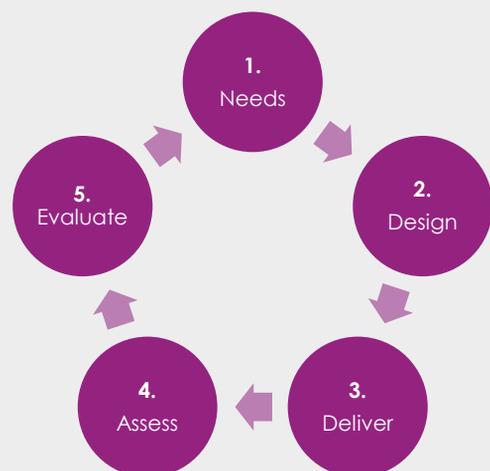
Our goal is to enable learners to gain a qualification to meet organisation targets and deadlines. We ensure equal opportunities and acknowledge diversity within a group. We use a variety of learning methods to meet VARK and use a variety of resources to meet learning needs.

4. Assessment

We assess learners throughout our training programmes, this helps us measure their learning. Assessment takes place during all lessons or individual situations, formally and informally and we use a variety of assessment methods to meet all learners' needs. We keep records to meet internal and external demands - audits, quality monitoring, etc.

5. Evaluation

We take the feedback we receive from delegates very seriously. This helps us monitor the delivery, planning, assessment techniques, support for learners, teaching methods and resources.





ICT & Technical Courses

Technical and ICT training in a **relaxed** atmosphere

2D Computer Aided Design

3D Computer Aided Design

Architectural Floor Plans

Engineering Drawing

Finite Element Analysis

Microsoft Access

Microsoft Excel

Microsoft PowerPoint

Microsoft Project

Microsoft Word

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Core
Skills



Courses



Well-
being