

Medical Word Processing with Pitman Training

Medical offices require a lot of admin. Getting to grips with the finer workings of Microsoft Word means you can create professional looking documents and reports quickly and easily, saving you hours of wasted time trying to format files that won't behave.

Learn some tricks in this short training course of how to get Microsoft Word to work properly for you and your medical documents will never look the same again.

Learn how to:

- Create a number of different documents including letters, reports and notices
- Amend existing documents and proofread with the inbuilt tools
- Format text and tables for a more professional looking finish
- Arrange and re-order data in different types of documents and formats
- Use headers and footers for document consistency
- Insert pictures into documents

All this expertise is covered in just 6-8 hours, and you can work through it at your own pace.

Designed for

Great for medical secretaries, ward clerks, medical receptionists, medical summarisers, or medical admin assistants and many more roles.

Whether applying for a job or honing your skills to impress employers or colleagues, this short course helps you look the part.

Prerequisites

A basic understanding of Microsoft Word would be an advantage.

Aims and Objectives

You will master Microsoft Word, be able to produce documents to a professional level and have the knowledge you'll need to work efficiently in a medical environment.

Once you've completed this course you could go on to take the OCR Level 2 Medical Word Processing exam, a well-recognised Pitman Training Certificate for medical secretaries.

Course Content

Lesson One: Including: using document templates; writing letters, reports and notices; proofreading; margins, spacing and indenting; formatting a table; moving and deleting text.

Lesson Two: Including: amending an existing document; recognising proofreading symbols; inserting and changing a file; word counts; formatting text; rearranging and sorting data in different types of document and in different formats; portrait and landscape orientations; headers and footers; inserting an automatic file name and path; numbering pages.

Lesson Three: Including: routing; inserting autotext; numbering continuation sheets; inserting and adjusting a picture; aligning decimals in a table; finding and replacing text in a document; applying text wrapping; reordering data in a table; sorting information into alphabetical order.

Benefits

- The opportunity to gain a Level 2 unit qualification
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Course duration: 6-8 hours

The CPD Standards Office
CPD PROVIDER: 21121
2014 - 2016
www.cpdstandards.com



Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

City of London: 020 7256 6668 **Oxford Circus: 020 7580 1651**

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