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YORK
ST JOHN
UNIVERSITY

Library &
Learning Services

Digital Training Software Courses

Digital Training Courses

Digital Training offer 37 courses in a wide range of software. They are hands-on and most are one hour. All are offered in our training room, FT208 in the York Fountains Library. Some courses are also offered online.

To book, follow the link or QR code at the bottom of each page. If the course you want is not available or you would like to request a different date or time then let us know.

Most courses can also be tailored and offered to staff or student groups.

Some of our Microsoft courses are available to alumni.

If you have any questions or requests, then please contact digitaltraining@yorks.ac.uk

York St John Graduate attributes

As well as other skills, knowledge and competencies gained from your time at York St John, these attributes are designed to enable graduates to thrive in life and work.

These courses contribute particularly to the following Graduate Attributes:

Confident

- Communicate, in a range of formats and for different audiences
- Confident in your skills and aspirational in setting goals for the future

Authentic

- Engaged with relevant technology and using it in a socially responsible way

Resilient

- Able to adapt to technological change and agile in approach to learning

Enterprising

- Aware of resources and able to utilise these to support personal and professional development

Professional

- Knowledgeable, evidence led and intellectually curious



Courses by Theme

Getting started courses

Induction1: Getting started with YSJ IT for students	12	Staff1: Staff intro to YSJ IT systems.....	19
--	----	--	----

Work skills courses

Excel6: Excel essentials for work.....	11	MOS1: Getting started with Microsoft Office Specialist Exams.....	14
Word5: Word essentials for work	22	Outlook1: Outlook for work	16
PowerPoint1: PowerPoint Presentations for work .	18	Canva1: Introduction to Canva (free version).....	8
Microsoft1: Microsoft 365 and Teams for work.....	14		

Poster and Leaflet courses

Word3: Leaflet layout in Word	21	Accessible1: Making documents accessible.....	5
Canva1: Introduction to Canva (free version)	8	PowerPoint2: Making academic posters	18
InDesign1: Getting started with InDesign.....	11	MailMerge1: Using templates for letters and labels	
InDesign2: Speeding up production	12		

Audio, Video and Image courses

Audacity1: Blogs with Audacity	6	PhotoShop2: Photoshop Layers and cutting out.....	17
PhotoShop1: Getting started with Photoshop	17	Video 1: Making videos in PowerPoint, Stream & ScreenPal.....	19

Portfolios and website courses

Apprentice1: Maytas Hub.....	5	PebblePad1: Making a portfolio	16
Apprentice2: Mahara for EPA	6	WordPress1: Getting started with WordPress	22
Mahara1: Getting started with Mahara ePortfolio .	13		

Excel and Data courses

Excel1: Getting started with Excel.....	8	Excel5: More formulae.....	10
Excel2: Making sense of data.....	9	Excel6: Excel essentials for work.....	11
Excel3: Using formulae.....	9	NVivo1: Getting started with NVivo.....	15
Excel4: Charts and Pivot tables	10	Qualtrics1: Getting started with Qualtrics.....	19

Word courses

Word1: Getting started with Word	20	Word4: Research & PhD Word skills	21
Word2: Essay & dissertation skills	20	Word5: Word essentials for work	22
Word3: Leaflet layout in Word	21	Accessible1: Making documents accessible.....	5

Microsoft Office Specialist Exams

MOS1: Getting started with Microsoft Office Specialist Exams.....	14	MOS2: Book a MOS Test	15
		MOS3: MOS Buddy Session using GMetrix.....	15

Microsoft 365 other apps

Bookings1: Setting up Microsoft Personal Bookings for tutorials	7
---	---

Courses A-Z

Accessible1: Making documents accessible	5
Apprentice1: Maytas Hub.....	5
Apprentice2: Mahara for EPA	6
Audacity1: Blogs with Audacity	6
Bookings1: Setting up Microsoft Personal Bookings for tutorials	7
Canva1: Introduction to Canva (free version)	8
Excel1: Getting started with Excel.....	8
Excel2: Making sense of data.....	9
Excel3: Using formulae.....	9
Excel4: Charts and Pivot tables	10
Excel5: More formulae	10
Excel6: Excel essentials for work.....	11
InDesign1: Getting started with InDesign	11
InDesign2: Speeding up production	12
Induction1: Getting started with YSJ IT for students	12
Mahara1: Getting started with Mahara ePortfolio	13
MailMerge1: Using templates for letters and labels	13
Microsoft1: Microsoft 365 and Teams for work.....	14
MOS1: Getting started with Microsoft Office Specialist Exams	14
MOS2: Book a MOS Test.....	15
MOS3: MOS Buddy Session using GMetrix	15
NVivo1: Getting started with NVivo.....	15
Outlook1: Outlook for work	16
PebblePad1: Making a portfolio	16
PhotoShop1: Getting started with Photoshop	17
PhotoShop2: Photoshop Layers and cutting out.....	17
PowerPoint1: PowerPoint Presentations for work	18
PowerPoint2: Making academic posters	18
Qualtrics1: Getting started with Qualtrics	19
Staff1: Staff intro to YSJ IT systems.....	19
Video 1: Making videos in PowerPoint, Stream & ScreenPal	19
Word1: Getting started with Word	20
Word2: Essay & dissertation skills	20
Word3: Leaflet layout in Word	21
Word4: Research & PhD Word skills	21
Word5: Word essentials for work	22
WordPress1: Getting started with WordPress	22

Accessible1: Making documents accessible

Using the simple tools within Microsoft programs to make documents accessible to a wide audience.

Audience: All YSJ alumni, students and staff

Format: One hour in person on York Campus or online using Microsoft Teams

Prior knowledge: None

Making documents accessible is important for everyone, not just those with visual impairments, hearing impairments and mobility limitations. As well as being best practice, new regulations are in force for all public sector bodies' websites. Learn how to make Word documents, PowerPoint presentations, Excel Spreadsheets and PDFs accessible in a few easy steps. This course can be customised for different teams or delivered to student groups.

This course includes:

- Using the built-in accessibility checkers
- Using heading styles for structure
- Making images accessible
- Creating accessible tables
- Creating accessible hyperlinks
- Other aspects of accessibility
- PowerPoint and Excel, Accessibility
- Brief discussion of other YSJ systems

[Book Accessibility courses](#)



Apprentice1: Maytas Hub

This is a session specifically for Apprentices to support logging of Off the Job Training hours and uploading apprenticeship evidence.

Audience: All YSJ Students and staff

Format: One hour in person on York Campus or online using Microsoft Teams

Prior knowledge: None

This course includes:

- The purpose of Maytas Hub
- Around the screen and basic features
 - Accessing and sending messages
 - Tracking Expected v Actual progress
 - Identifying your next meeting
- Adding Off the Job training hours
- Optional: Uploading and submitting evidence for assessment

[Book Apprentice courses](#)



Apprentice2: Mahara for EPA

This is a session specifically for Apprentices who are working towards their End Point Assessment. There will be a short demonstration of Mahara, followed by a Q&A session.

Audience: All YSJ Students and staff

Format: One hour in person on York Campus or online using Microsoft Teams

Prior knowledge: None

This course includes:

- An introduction to Mahara
- Accessing the appropriate portfolio template
- Adding blocks and content (text, image, .pdf, video)
- Page layout
- Sharing your e-portfolio

[Book Apprentice courses](#)



Audacity1: Blogs with Audacity

Recording, editing and creating multi-layer soundtracks for Podcasts and audio drama.

Audience: All YSJ staff and students

Format: One hour in person on York Campus

Prior knowledge: None

This course includes:

- Accessing Audacity
- Recording audio
- Editing audio to remove time or mistakes.
- Adding other tracks for multi-layer sound
- Balancing sound levels between tracks
- Using effects
- Saving and outputting alternate formats
- Booking the campus audio booth

[Book Audio, video and image courses](#)



Bookings1: Setting up Microsoft Personal Bookings for tutorials

Using Microsoft Personal bookings to provide an automated tutorial booking service.

Audience: YSJ staff only

Format: One hour in person on York Campus or online using Microsoft Teams

Prior knowledge: None

Microsoft Bookings is part of Office 365 and is available to YSJ staff with A3 licence to automate a booking service that is cross checked with your Outlook calendar. This course focusses on setting up a personal tutorial booking service.

If you want to use the Shared Bookings service then please contact Digital Training to arrange a bespoke session. The Shared Bookings service allows for a more complicated arrangement involving multiple members of staff, linking to a shared mailbox, or allowing additional questions to be added to gather information.

We can also provide bespoke sessions of this Personal Bookings course (or the Shared Bookings course) for teams within the University.

This course includes:

- Who has access to a Bookings licence
- Getting into Bookings
- Personal vs shared bookings calendars
- Creating a personal bookings calendar
 - Different meeting types
 - Setting the schedule
- Managing, moving and cancelling bookings
- Troubleshooting Bookings
- Time to set up your own personal Bookings calendar whilst help is available

[Book Microsoft 365 other apps Courses](#)



Canva1: Introduction to Canva (free version)

Create designs that work across different platforms including social media.

Audience: All YSJ alumni, students and staff

Format: One hour in person on York Campus.

Prior knowledge: None

This course includes:

- Home screen and creating a project
- Templates and themes
- Using Editor (side panel) to add designs and elements:
 - Templates/styles
 - Adding or amending elements: Shapes, graphics, stickers, photos and videos
 - Amending text, fonts, colours, size and alignment
 - Uploading files
 - Adding photos, images and videos
- Save, share, print or download your design

[Book Poster and leaflet courses](#)



Excel1: Getting started with Excel

This course will introduce the concepts and basic tools of Excel providing a sound basis to begin making and using Excel sheets.

Format: One hour in person on York Campus

Audience: All YSJ alumni, students and staff

Prior knowledge: None

Excel1 is the first in a series of five Excel courses designed to cover all the key aspects of Excel. The other individual sessions can be booked according to your interests and do not have to be taken in order although we do recommend Excel1 before the others.

If you are interested in a MOS (Microsoft Office Specialist) qualification, then the five courses cover most of the MOS objectives in an introductory manner.

This course includes:

- What is a spreadsheet
- Storing data and formatting numbers
- Changing the appearance of cells and copying formats
- Copying, auto-filling and moving cells
- Performing calculations and copying formulae
- Using range formulae, SUM and AVERAGE
- Managing columns, rows and cells. Adjusting, inserting and deleting
- Working with large sheets of data, freezing titles, defining a print area for paper and PDFs
- Creating basic tables. Sorting and filtering data.
- Saving work, OneDrive benefits and Excel online

[Book Excel Courses](#)



Excel2: Making sense of data

Importing, using, highlighting and controlling entry to sheets of data.

Audience: All YSJ alumni, students and staff

Format: One hour in person on York Campus

Prior knowledge: Basic Excel skills equivalent to Excel1

Excel2 is in our series of five Excel courses designed to cover all the key aspects of Excel. The other individual sessions can be booked according to your interests and do not have to be taken in order although we do recommend Excel1 before the others.

If you are interested in a MOS (Microsoft Office Specialist) qualification, then the five courses cover most of the MOS objectives in an introductory manner.

This course includes:

- Using text to columns to split data
- Using tables to display, sort and filter data
- Other features of tables
- Using structured table references for calculations
- Using conditional formatting to highlight data
- Data validation including lists

[Book Excel Courses](#)



Excel3: Using formulae

This course will help you understand and build more complex formulae to create active worksheets using structured references.

Audience: All YSJ alumni, students and staff

Format: One hour in person on York Campus

Prior knowledge: A good knowledge of common Excel features

Excel3 is in our series of five Excel courses designed to cover all the key aspects of Excel. The other individual sessions can be booked according to your interests and do not have to be taken in order although we do recommend Excel1 before the others.

If you are interested in a MOS (Microsoft Office Specialist) qualification, then the five courses cover most of the MOS objectives in an introductory manner.

This course includes:

- Define named range and navigate to it
- Insert relative, absolute, and mixed references including named ranges
- Paste data by using special paste options
- Use structured references and brackets in formulae
- Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions
- Count cells by using the COUNT(), COUNTA(), COUNTBLANK() and COUNTIF() functions
- Trapping errors using IFERROR()
- Perform conditional operations by using the IF() function

[Book Excel Courses](#)



Excel4: Charts and Pivot tables

Making charts and summarising data using pivot tables.

Audience: All YSJ alumni, students and staff

Format: One hour in person on York Campus

Prior knowledge: A good knowledge of common Excel features

Excel4 is in our series of five Excel courses designed to cover all the key aspects of Excel. The other individual sessions can be booked according to your interests and do not have to be taken in order although we do recommend Excel1 before the others.

If you are interested in a MOS (Microsoft Office Specialist) qualification, then the five courses cover most of the MOS objectives in an introductory manner.

This course includes:

- Create charts and chart sheets
- Add data series to charts, switching rows and columns
- Add and modify chart elements including alt text
- Apply chart layouts and styles
- Formatting data for Pivot tables
- Creating Pivot tables
- Basic Pivot controls
- Pivot charts
- Printing a Pivot table

[Book Excel Courses](#)



Excel5: More formulae

This course covers more formulae and looks at approaches to building more complex solutions.

Audience: All YSJ alumni, students and staff

Format: One hour in person on York Campus

Prior knowledge: Completion of Excel 3 Course (Using Formulae)

Excel5 is in our series of five Excel courses designed to cover all the key aspects of Excel. The other individual sessions can be booked according to your interests and do not have to be taken in order although we do recommend Excel1 before the others.

If you are interested in a MOS (Microsoft Office Specialist) qualification, then the five courses cover most of the MOS objectives in an introductory manner.

This course includes:

- Generate numeric data using RANDBETWEEN() and SEQUENCE()
- Sort data by using the SORT() function
- Get unique values by using the UNIQUE() function
- Format text by using RIGHT(), LEFT(), MID(), UPPER(), LOWER(), and LEN() functions
- Format text by using the CONCAT() and TEXTJOIN() functions
- Use the formulae above to solve real world data handling issues

[Book Excel Courses](#)



Excel6: Excel essentials for work

A slimmed down version of our Excel courses focussing on skills most useful in the workplace.

Audience: All YSJ alumni, students and staff

Format: One and a half hours in person on York Campus

Prior knowledge: None

This course includes:

- Introduction and Importing data
- Using tables, sorting, sifting
- Freezing screens
- Adding simple and range formulae
- Using conditional formatting to highlight data
- Creating charts and transferring to a Word report
- Saving in OneDrive
- Using Pivot tables to summarise

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InDesign1: Getting started with InDesign

Learn an industry standard tool for laying out leaflets, books and magazines.

Audience: All YSJ Students and staff

Format: One hour in person on York Campus

Prior knowledge: None

This course includes:

- Accessing InDesign at York St John
- Understanding the workspace and layout
- Adding text and images
- Wrapping text around images
- Managing colours
- Basic use of paragraph styles
- Type flowing on a path
- Embedding images
- Managing longer texts
- Saving and exporting

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InDesign2: Speeding up production

Aimed at regular users of InDesign using features to improve speed and consistency of document production.

Audience: All YSJ Students and staff

Format: One hour in person on York Campus

Prior knowledge: Basic skills – equivalent to completion of InDesign1 course

This course adds features aimed at handling more documents in InDesign. We will look at setting up styles to maintain consistency, using master pages to provide constant backgrounds and libraries to gain quick access to commonly used objects.

This course includes:

- More about character, object and paragraph styles
- Using master pages
- Headers and footers
- Using layers
- Guides, rulers and tabs
- Using an object library
- Page numbers and references

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Induction1: Getting started with YSJ IT for students

An introduction to YSJ IT systems for students.

Audience: All YSJ Students

Format: One hour in person on York Campus or online using Microsoft Teams

Prior knowledge: None

This can be offered as a one-to-one tutorial. Contact Digital Training

This course includes:

- Logging onto the University computers
- Accessing key systems such as Moodle, Timetable, Microsoft 365
- Checking an essay on TurnItIn for originality before submission
- Submitting essays
- Printing and scanning

[Book Getting started courses](#)



Mahara1: Getting started with Mahara ePortfolio

This course will introduce you to the basic functions of Mahara ePortfolio.

Audience: All YSJ Students and staff

Format: One hour in person on York Campus

Prior knowledge: None

This course includes:

[Book Portfolio and website courses](#)

- What is an ePortfolio and accessing Mahara
- Creating a Mahara page, Adding blocks and content (text, image, .pdf, video)
- Page layout
- Creating a Collection of pages
- Sharing your e-portfolio and submitting to Moodle (optional)



MailMerge1: Using templates for letters and labels

Mail merge is a great technique for producing personalised letters, emails and stickers.

Audience: All YSJ alumni, students and staff

Format: One hour in person on York Campus

Prior knowledge: A basic working knowledge of Microsoft Word.

This course includes:

[Book Word Courses](#)

- Source data for mail merges
- Word Mailings tools
- Mail merge to letter
- Personalised bulk emails
- Labels
- Using mail merge rules



Microsoft1: Microsoft 365 and Teams for work

An overview of Microsoft 365 features and apps for the workplace.

Audience: All YSJ Students and staff

Format: One hour in person on York Campus

Prior knowledge: None

This course includes:

- Microsoft Office Apps vs web
- OneDrive, syncing and sharing files
- Personal storage vs teams
- Recycle bin
- Other apps e.g. Planner, Forms and Sway
- Teams file structures
- Teams meetings' features

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MOS1: Getting started with Microsoft Office Specialist Exams

Find out how to get additional qualifications backed by Microsoft.

Audience: All YSJ Students and staff

Format: One hour in person on York Campus

Prior knowledge: None



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Microsoft Office Specialist certification is recognised world-wide as demonstrating the skills needed to get the most out of Microsoft 365 and Office 2019 applications. Achievement of the certificates demonstrate a very good understanding of the workings of Office software.

This is a hands-on session which gives a brief introduction to the Microsoft Office Specialist qualification and examines the tests available (Word, Excel, PowerPoint, Outlook).

We can also help you to download Microsoft365 to your device and learn how to practice for the exam, at your own pace, using GMetrix software.

Microsoft Office Specialist (MOS) training and certification available free to staff, students and alumni of York St John University and is a great addition to your CV.

MOS2: Book a MOS Test

Book a MOS test slot if you have already been practising and are ready.

Audience: All YSJ alumni, students and staff

Format: One and a half hours in person on York Campus

Prior knowledge: You should have taken mock tests successfully in GMetrix



[Book MOS Courses and tests](#)

This is to book a Microsoft Office Specialist (MOS) test **after** you have signed up with Digital Training and practiced using the GMetrix software. We are testing in Microsoft 365 exams. You should consistently achieve 70% in the practice tests prior to booking in for an exam. This is scheduled as 90 minutes, but MOS tests take 50 minutes plus time to log in and set up a Certiport account.

MOS3: MOS Buddy Session using GMetrix

A freeform session to practice skills for MOS tests in a friendly atmosphere.

Audience: All YSJ Students and staff

Format: One hour in person on York Campus

Prior knowledge: You should already be signed up for MOS



[Book MOS Courses and tests](#)

Prepare for a MOS test using GMetrix practice tests with the support of a Digital Trainer.

See our [MOS help page](#) to find out more about how MOS works. You can also email digitaltraining@yorks.ac.uk to sign up and get the code to activate the practice tests. This is scheduled as 60 minutes, but you are not expected to stay for the entire session.

NVivo1: Getting started with NVivo

An introduction to NVivo to code and search qualitative data.

Audience: All YSJ Students and staff

Format: One hour in person on York Campus

Prior knowledge: Suitable for dissertation level and above

This course includes:

- How to get NVivo
- Useful terminology
- Acceptable types of source data
- Coding your data/images
- Viewing coding results and searching
- Other visualisations e.g. word clouds

[Book Excel and data courses](#)



Outlook1: Outlook for work

Practical tips for working with email and calendars efficiently.

Audience: All YSJ alumni, students and staff

Format: One hour in person on York Campus

Prior knowledge: None

This course includes:

- Tour of screen
- Using folders, mail rules, categories and flags
- Contact lists
- Setting signatures and out of office replies
- Adding accessible web Links
- Forwarding, reply all vs reply
- Shared mailboxes
- Sending and accepting meeting invites
- Opening other people's calendars
- Outlook web, time zones and other settings

[Book Work skills courses](#)



PebblePad1: Making a portfolio

Covering the basics of creating your own portfolio in PebblePad.

Audience: All YSJ Students and staff

Format: One hour in person on York Campus

Prior knowledge: None

This course includes:

- Getting into PebblePad
- Creating a portfolio
- Adding and renaming pages
- Adding content to your portfolio – images, text, video, .pdf, web links etc.
- Amending portfolio properties – layout, background colour, featured banner image etc.
- Submitting a creative portfolio

[Book Portfolio and website courses](#)



PhotoShop1: Getting started with Photoshop

Getting started with Photoshop and preparing images for a variety of uses.

Audience: All YSJ Students and staff

Format: One hour in person on York Campus

Prior knowledge: None

Adobe Photoshop is excellent at manipulating bitmap images. It can be used to scale and prepare existing images for web and print use as well as having the tools to create from scratch.

This course includes:

- Understanding the workspace
- Cropping existing images
- Resizing images
- Saving for the Web
- Understanding image formats
- Using filters and corrections
- Using the text tool
- Handling difficult shaped images
- Compositing multiple images
- Saving for different uses
- Adding a background

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PhotoShop2: Photoshop Layers and cutting out

More skills in Photoshop to amend existing images by cutting objects out from the background and patching up images.

Audience: All YSJ Students and staff

Format: One hour in person on York Campus

Prior knowledge: Basic skills with Photoshop

This course includes:

- Using masking to cut out images
- Magic wand tool
- Working with layers
- Clone brush
- Using brushes
- Using colours and gradients
- Orientation of other tools

[Book Audio, video and image courses](#)



PowerPoint1: PowerPoint Presentations for work

Practical tips for using PowerPoint effectively.

Format: All YSJ alumni, students and staff

Prior knowledge: None

This course includes:

- Creating slides – layout
- Inserting content including pictures and copyright
- Backgrounds
- Layers
- Slide Accessibility
- Duplicating or moving slides, and the Slide sorter
- Transitions and animations
- Show Notes
- Playing a show – going back, tools during a presentation
- PowerPoint web/online
- Recording presentation

[Book Work skills courses](#)



PowerPoint2: Making academic posters

Producing A1 size academic research posters can be effectively and easily done using PowerPoint.

Audience: All YSJ alumni, students and staff

Format: One hour in person on York Campus

Prior knowledge: A basic understanding of PowerPoint

This course includes:

- Considerations of effective designs
- Initial setup of paper size
- Adding text, images and SmartArt
- Laying out and aligning items
- Finding images and considering copyright
- Previewing the poster
- Preparing for print or submission as PDF

[Book Poster and leaflet courses](#)



Qualtrics1: Getting started with Qualtrics

Make surveys and forms using Qualtrics.

Audience: All YSJ Students and staff

Format: One hour in person on York Campus

Prior knowledge: None

This course includes:

- Logging in to Qualtrics and creating a survey
- Different question types
- Question Options
- Previewing a survey
- Launching and distributing a survey
- Downloading responses
- Creating Graphs and Reports

[Book Excel and data courses](#)



Staff1: Staff intro to YSJ IT systems

A brief overview for staff of key York St John IT systems.

Audience: YSJ Staff only

Format: One hour in person on York Campus or online using Microsoft Teams

Prior knowledge: None

This course includes:

- Logins and accounts
- Office 365 including Email, OneDrive, Bookings, Teams and SharePoint
- Downloading office, using AppsAnywhere, Campus WIFI and Printing
- Brief mentions of YSJ systems including Intranet, Timetable, U:Drive, VDI, E:Vision, SITS
- Moodle*, TurnItIn*, Engage, Qualtrics, Mahara, PebblePad
- Other Teams that can help

[Book Getting started courses](#)



* General introduction. Academic staff will also want to contact the TEL team for advice on setting up courses and assignments

Video 1: Making videos in PowerPoint, Stream & ScreenPal

An introduction to making screen-based videos.

Audience: All YSJ Students and staff

Format: One hour in person on York Campus

Prior knowledge: None

This course includes:

- Recording in PowerPoint, Microsoft Stream and Screenpal (as required)
- Using ScreenPal to edit your video, adding annotations and overlays.
- Hosting video options: Uploading your finished videos to YSJ Media Library, Stream or YouTube.

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[All upcoming courses](#)

Word1: Getting started with Word

Introducing the basic features of Word to give a good grounding in managing documents easily.

Audience: All YSJ alumni, students and staff

Format: One hour in person on York Campus

Prior knowledge: None

This course includes:

- Changing the appearance of text and copying styles using the format painter
- Using spell check and comments
- Setting up pages, margins and controlling page breaks
- Using cut, copy and paste effectively
- Adding and manipulating pictures
- Saving and version control using OneDrive
- Zooming and changing the document views
- Adding basic page numbering
- Word on the web (Microsoft 365)

[Book Word Courses](#)



Word2: Essay & dissertation skills

Set up a dissertation style document in Word including an automatic Table of Contents and correct page numbering.

Audience: All YSJ alumni, students and staff

Format: One hour in person on York Campus

Prior knowledge: Basic Word skills equivalent to Word1

This course focuses on writing academic dissertation essays in Word, but the skills are useful for any Word document.

This course includes:

- Applying and amending heading styles
- Using the navigation pane and showing hidden formatting marks
- Controlling margins and line spacing
- Making sections start on a new page
- Adding page numbers and an automatic Table of Contents
- Using section breaks to change page number styles
- Using languages, spelling and grammar check
- Checking word count
- Saving your work to OneDrive, managing versions and Word Online

[Book Word Courses](#)



Word3: Leaflet layout in Word

Create your leaflet in Word, control your layouts and make the pictures stay where you put them.

Audience: All YSJ alumni, students and staff

Format: One hour in person on York Campus

Prior knowledge: A working knowledge of Microsoft Word

This course includes:

- Setting page sizes
- Finding images and copyright
- Adding and controlling images
- Other graphics including SmartArt
- Headers and footers
- Working in columns
- Watermarking
- Accessibility
- Printing multi-page booklets using PDF

[Book Poster and leaflet courses](#)



Word4: Research & PhD Word skills

Setting up your PhD documents to make the most of the tools Word offers.

Audience: All YSJ alumni, students and staff

Format: One and a half hours in person on York Campus

Prior knowledge: A working knowledge of Microsoft Word

This is an expanded version of our dissertation Word2 course aimed at longer form writing such as a PhD thesis.

This course includes:

- Applying and amending heading styles
- Using the navigation pane
- Controlling margins and line spacing
- Showing hidden formatting marks
- Making sections start on a new page
- Adding page numbers and an automatic table of contents
- Using section breaks to change page number styles
- Other uses of section breaks
- Captions and tables of figures
- Cross-reference tool
- Using languages, spelling and grammar check
- Checking word count
- Saving your work to OneDrive, managing versions and Word Online
- A brief look at Track Changes

[Book Word Courses](#)



Word5: Word essentials for work

A slimmed down version of our Word courses focussing on skills most useful in the workplace.

Audience: All YSJ alumni, students and staff

Format: One and a half hours in person on York Campus

Prior knowledge: Basic Word skills

This course includes:

- Using Styles for consistency and adding a table of contents
- Search and replace and the navigation pane
- Setting the default normal style
- Making documents accessible
- Using Mail merge to personalise letters and emails
- Adding Page numbers, headers and footers, and watermarks
- Working with web Links and Smart art – e.g. organisation chart
- Using comments and a brief introduction to Track changes

[Book Work skills courses](#)



WordPress1: Getting started with WordPress

Setting up a YSJ WordPress blog or website.

Audience: All YSJ Students and staff

Format: One hour in person on York Campus

Prior knowledge: None

WordPress is a popular blogging platform and York St John University has its own implementation which allows every member of the University to have an account and host a personal blog or website.

This course includes:

- Getting into the YSJ WordPress blogging system
- Understanding the dashboard
- Creating a WordPress site
- Adding blog posts and pages
- Changing the theme
- Adding menus
- Working with comments
- Embedding audio and video
- Finding copyright cleared images

[Book Portfolio and website courses](#)





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