



Microsoft Word 2007 Workshops

Intermediate - Develop your skills

Introduction	This latest release takes full advantage of the Windows environment, offering a full range of WP facilities, graphics integration and linking to other Windows products.
Course aims	This intensive, hands-on one-day training course has been designed to give delegates a solid understanding of more advanced Word tools and concepts in order to increase their knowledge and productivity.
Objectives	To consolidate and expand on existing skills and knowledge of Word to enable delegates to expand knowledge and gain confidence in using Word to efficiently and effectively assist in daily tasks.
Designed for	Users with a basic understanding of Microsoft Word 2007 who wants to consolidate and expand on their knowledge of the basic features in a short space of time. Delegates should have a good working knowledge and understanding of the concepts covered in the Introduction course.
Duration	One day training course
Topics	Review the basics Working with templates Modify and create styles Add headers and footers Page numbering tips Working with long documents Controlling the pagination Outline heading numbering Moving chapters Revision marking for tracking changes Printing and hiding revisions Document version control Creating and working with tables (optional) Printing a booklet using Word (optional)
Follow up	Excel 2007 or PowerPoint 2007 Intermediate courses (1 day) Word 2007 Advanced course (1 day)
Cost	£185 + vat per person (maximum 8 persons per course - inclusive of lunch)

For further information call

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