



# Microsoft Word 2007 Workshops

## Introduction - Getting Started

<b>Introduction</b>	Microsoft Word is one of the world's best selling Windows word processors. 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.
<b>Course aims</b>	This intensive one-day training course is designed to enable users to get to grips with the main features of Microsoft Word 2007, including a thorough treatment of the new 'Ribbon' interface. It is entirely 'hands on', so delegates will get practice in using the software in a real life and practical way.
<b>Objectives</b>	To give an insight into the main Word features. The knowledge gained will enable delegates to expand knowledge and gain confidence in using Word to efficiently and effectively assist in daily tasks.
<b>Designed for</b>	The course is intended for new users of Microsoft Word 2007 who want to become productive in the shortest possible time. Delegates should be proficient in using a PC with the Microsoft Windows operating system, but no prior experience with Word is required.
<b>Duration</b>	One day training course
<b>Topics</b>	Word screen familiarisation An understanding of templates Basic text and paragraph formatting techniques Moving around the document The Clipboard Editing techniques Building blocks (AutoText etc.) The power of Styles The document map How to enhance documents with consistent formatting Creating and formatting Tables Saving and printing
<b>Follow up</b>	Excel 2007 or PowerPoint 2007 Introduction courses (1 day) Word 2007 Intermediate course (1 day)
<b>Cost</b>	£185 + vat per person (maximum 8 persons per course – inclusive of lunch)

For further information call

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