



Call 0800 112 3034 for bookings and information.

## Getting More from Word 2007

This course is aimed at those who have attended a Getting Started with Word 2007 course or who use the application in their everyday work and who would like to know the further capabilities of Word. The course shows useful everyday features and particularly concentrates on making your documents look professional by using the great new features in Word 2007!

### Layout Features

Line Spacing, Setting Margins and Indents, Columns, Page Breaks, Headers and Footers

### Creating and Using Styles

The Style Gallery

Creating Styles

Using Quick Parts to enter frequently used text automatically.

### Formatting Features

Page Background and Page Borders

Watermarks

Inserting a Cover Page

Using Themes

### Working with Tables

Using Draw Table features to create a Page Layout

Inserting pictures in tables.

### Working with Graphics

Inserting and formatting pictures, or Clip Art.

Inserting, recolouring, reframing and setting pictures in 3D format

### Working With Text and Graphics

Using the features of Word Art.

Placing text in shapes and arrows.

Using text boxes to label pictures and diagrams.

### Using Templates

Using a template, creating and saving your own template.

**Duration- 1 day: 10-4pm**

**Cost £185+VAT**

**Attendance Certificate**