



Call 0800 112 3034 for bookings and information.

Essentials in Word 2007

Introduction

This course has been designed for those with little or no experience of using Word 2007.

1. Word 2007 Screen

- Work with the new ribbon in Word 2007
- Add tools to the Quick Access Toolbar
- Use the Office Button
- Use Live Preview and make selection
- Select tools from the Mini Toolbar
- Work with Super tool tips
- Use Launchers to display dialog boxes

2. Creating Documents

- Create, save and format a document
- Printing documents

3. Modifying Documents

- Indent paragraphs and change line spacing
- Create bullet and number list
- Change format of bullets and number list
- Apply borders and shading to paragraphs
- Add a header or footer and page numbers to documents

4. Adding Features to Documents

- Insert a table
- Enter information in a table
- Insert a Picture

Duration- 1 day: 10-4pm

Cost £185+VAT