

Upgrading to Word 2007/2010

General Description

This course focuses on the areas of Microsoft Word that have changed the most as well as looking at some extremely useful time saving techniques. This course is designed for delegates that already have a good working knowledge of Word but need to adjust to the new interface.

Course Outline

At the end of the course delegates will be able to feel confident in using the new interface and understand where they can look for help. This course is available for Upgrading from Microsoft Office 2003 to Microsoft Office 2007 or 2010.

Course Content

- A General Introduction to the New Interface
- Using Page Setup
- Using Print Preview
- Getting Help In Word
- The New Interface
- Getting Acquainted
- The Quick Access Toolbar
- Ribbons And Chunks
- The Home Ribbon
- The Insert Ribbon
- The View Ribbon
- Working With Pages
- Creating Basic Headers And Footers
- Using Language Tools
- Using Building Blocks
- Creating A Table Of Contents
- Creating A Bibliography
- Styles, Themes, And Graphics
- Making Your Document Consistent
- Creating Smart Art
- Using Text Boxes
- Using The Quick Style Gallery
- Changing Your Styles
- Doing More With Styles
- Working With Files
- Saving Your Files
- Finishing Your Files
- Working With XML
- Publishing Documents

Training Needs Assessment

Not sure what level you are?
Complete a Free Training Needs Assessment and we will advise you on what level to study.

Customised Courses

If you need a course specific to your needs we can design a course for you or your employees. Contact our team and we will put together a course for you or complete our online form with your requirements.

Investment

Open Courses

£135+VAT per person per day

Closed Courses at Lutterworth

£625 +VAT for up to 8 delegates.

Courses at your Site

£625+VAT for up to 8 delegates

Laptops available