

# business solutions @ northbrook

## IMPROVE YOUR SKILLS WITH MICROSOFT WORD

### Business Solutions @ Northbrook

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When it comes to word processing, Microsoft Word is probably the most widely used application in the business world. A host of easy-to-use tools enable trained users to create professional documents with ease in a matter of minutes. Our workshops will show users that Microsoft Word's capabilities extend far further than simple document layouts.

### CV Writing

For new and basic users. This 3 hour workshop will give you the tools to make your documents stand out by understanding the power of Word's template, styling and layout features.

Are you ready for postal and email mail shots?

### What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

### Do I need any experience?

A basic knowledge of Word is essential.

### What are the specific details?

#### > Duration

Half day, 3 hours

#### > Dates Available

For the latest workshop dates please check out our website or call our Customer Services team who will be happy to help.

#### > Venue

Will be confirmed upon booking (if advance notice is required, please call our Customer Services team)

#### > Cost

£50 per person, per workshop\*

\* Group rates may apply

For further information, enrolment, or to arrange a free visit from one of our Business Training Advisers to discuss eligibility and options open to you and your staff, please contact the Business Solutions @ Northbrook team via one of the methods at the top right of this page.



### What do I gain on completion?

Upon completion of this half day workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses. Oh, and don't worry - there are no examinations or assessments on this course!

### What will I learn on this course?

This workshop will cover:

- > The 2003 / 2007 Layout
- > Formatting Text
- > Using Templates
- > Page Layout
- > Indexes, Headers and Footnotes
- > Quick Mail Merge