

INTRODUCTION TO MICROSOFT WORD

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.

This workshop is for anyone wanting to become familiar with word processing in order to write fully formatted documents.

Do I need any experience?

No, there are no entry requirements for this course.

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).

What will I gain from this course?

Upon completion of this 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.



What will I learn on this course?

This workshop will cover:

- > Create, save and print documents
- > Text formats
- > Paragraph alignment, indents and page breaks
- > Bullets and numbering, borders and shading
- > Tab stops
- > Page format options
- > Copy and paste text
- > Check spelling
- > Insert dates, symbols, ClipArt and WordArt

What are the specific details?

Price	£75.00
Duration	3 hours

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

www.northbrook.ac.uk/BusinessSolutions

How do I enrol or get further information?

For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ business.solutions@nbcoll.ac.uk

🌐 www.northbrook.ac.uk/BusinessSolutions

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