

Changes in Microsoft Word 2007

Time: 8.30am - 10.00am
Date: 26 August 2008
Venue: GTA St Peter Port House
Cost: £40
Tutor: John Gocher Computing

Course content

Introduction to the Microsoft Word 2007 Workspace and the new Ribbon toolbar; a new way of finding the functions you never knew were there.

- 'Where's the Table menu gone!' Understanding the task driven menu groupings
- The Office button
- Using the Quick Access toolbar
- Using Instant Preview when applying formats.

Changes to the document layout options (Page Setup)

- Using the Page Layout Ribbon
- Document Themes
- Setting Custom Margins
- Using Column and Section Breaks.

Speeding up formatting using the Quick Styles

- Applying Quick Styles to text in your document
- Creating a new Style
- Adding Styles to the Quick Style panel.

Using 'SmartArt'

- Inserting 'SmartArt' graphics into your document
- Changing a 'SmartArt' graphic.

What's missing in Word 2007?

- AutoFormat
- Character Animation
- Frames
- Fields.

The Microsoft Word 2007 Upgrade course is designed to introduce delegates already familiar to Microsoft Word 2003 (and earlier versions) to the new user interface and function of Word 2007.



Course overview including:

- Word's 2007 ribbon toolbar & 'Ribbon Pages'
- Switching to the Task Centered working method
- Instant Preview
- Specific differences between earlier versions of Word
- Document Themes and Quick Styles
- Missing functions and why.

Changes in Microsoft Word 2007

8.30am - 10.00am ♦ 26 August 2008

£40

Delegate name

Mr/ Mrs/ Miss/ Ms

Company Name:.....

Address:.....

Contact Number:..... Email:.....

Training Officer:Email:.....

Contact Number:..... Fax Number:

Objectives for the course

In association with your line manager, please identify 3 key objectives you have in attending the course. These objectives should cover knowledge, skills and attitudes.

- 1.
- 2.
- 3.

I have read the terms and conditions below and enclose a cheque for £.....made payable to the GTA University Centre.

Signed..... Date.....

Please quote the course name and date in all correspondence

I would like to receive further information on GTA courses.

kw /112

TO REGISTER: Please complete this registration form and return it with your payment before the closing date of 24 July 2008 to the address below.

CONFIRMATION: A letter will be sent to you before the event. If you do not receive one, please contact us.

CANCELLATIONS:

Full refunds will be made in respect of any cancellation made at least 14 days prior to the commencement of the course. A fee of 50% will be levied for cancellations made between 14 and 7 days prior to commencement, and the full fee will be charged for cancellation within 7 days of commencement. A substitute delegate can be named at any time.

SPECIAL ARRANGEMENTS:

If you have a disability and require special arrangements, please inform the Agency at the time of registration.