

# Master Word 2007 for Your Business

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## Why Office 2007?

Many businesses are finding that they are upgrading their Office suite to 2007 either due to a decision by the IT department or by a need to buy new hardware and therefore corresponding new software. The immediate reaction of new users to Office 2007 is one of horror and 'where has that button gone'. Users then tend to use those bits of Office that they used to use without exploring any of the new features or finding easier ways of doing things. This course will take you around Word 2007 and help you to understand how you can benefit from the new features, save time and make your life easier.

## What is Covered?

We talk to you first to see how you would like to use Word 2007 in your business. Normally, the following will be covered at a minimum:

- Understand how the ribbon is structured; use the quick access toolbar for your commonly used buttons.
- Set up the normal template to reflect your style. We don't all want to use Calibri 11pt font with really wide spacing - and you don't want to keep changing it.
- Use themes, cover page and styles to produce documents with your brand.
- Save time by using building blocks to reuse content
- Use SmartArt diagrams to improve communication
- Use bullets / numbers with ease
- Insert pictures into your documents, move them around the text and display them with clever shapes to give your documents a 'designer' element.

## What Happens?

The package consists of a series of 4 one - to - one hour long sessions with your trainer. You will together discuss your business by phone, discuss how you currently use Word 2007 and what you would like to be able to do. Using a virtual classroom, you can share your screen with your trainer to look around Word 2007. You will be provided with exercises to practice the new skills and you have the opportunity to change your own documents if you would like. You will be given How To .... Word 2007 guides after the sessions.

Up to 1 hour of ad hoc support will be available for 3 months following the final session.

## Cost?

The cost of the package is £280 including a headset.

## Interested?

To book your package, please contact

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