

## Exploit Word 95 - 2003 for Your Business

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A vast number of business people use Microsoft Word 95 - 2003 in their everyday work. How often do you get frustrated that it won't do what you want? How much time do you spend fiddling with indents, bullets or tables of content? How often do you recreate the same text in different documents - or spend time copying and pasting between documents? This course will streamline your use of Word, freeing up your time to spend on your business. Documents will look more professional and cause you less agro.

### What is Covered?

We talk to you first to see how you currently use Word 95 - 2003 in your business. We may ask you to carry out an initial assessment to ensure that we know what you already know and what you need to learn.

Normally, the following will be covered at a minimum:

- Creation and use of document templates
- Format your page with paragraphs, columns, bullets and numbers
- Format your document using table of contents, indexes, footnotes
- Use tables to layout information in a professional way
- Break up documents using sections - include landscape and portrait pages in the same document.
- Use text boxes, images, shapes, captions and styles to produce a consistent look and feel between and within documents

### 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 93 - 2003 and what you would like to be able to do. Using an online classroom, you can share your screen with your trainer, so support and instruction can be given in real time. 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 95 - 2003" guides after the sessions, and exercises will be available to complete between sessions to reinforce your learning.

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 £240 including a headset.

### Interested?

To book your package, please contact

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