

Training Course Information

Course Name:	Word 2007 Basics
Course Overview:	This course covers some basic but very useful features in Word 2007 from editing and formatting to tables and watermarks.
Topics Include:	<ul style="list-style-type: none">• Editing• Find & Replace Text• Theasaurus• Indentations• Tables• Symbols• Headers & Footers• Cover Pages• Page Formatting• Line & Paragraph Spacing• Page Margins & Breaks• Page Borders & Colours• Page Numbers• Styles• Watermarks
Pre-Requisites:	An Introduction to Word 2007 or equivalent knowledge
What's Next?	Word 2007 Basics – The Next Step
Note:	Each course can be tailored and/or combined with other courses to suit the client's needs.