



Training Course Information

Course Name: Word 2007 Basics – The Next Step

Course Overview: This course continues to cover the basic and commonly used features of Microsoft Word 2007.

Topics Include:

- Document Properties
- WordArt
- Format Painter
- Hyperlinks
- Proofing & Editing Documents
- Working on Multiple Documents
- Reviewing Documents
- Customising Word
- Mark as Final (read only)

Pre-Requisites: Word 2007 Basics or equivalent knowledge

What's Next? Word 2007 Intermediate

Note: Each course can be tailored and/or combined with other courses to suit the client's needs.