

Word – Introduction

½ Day [3hrs] Hands On Training Course

Designed for **current users** of Word this session covers how to set up basic documents, insert page breaks, set up tabs, tables.

Requirements

This session is best run hands on with participants utilising a computer

What You Will Cover:

- Setting up documents
- Inserting Page Breaks
- Tabs & Tables
- Bullets & Numbering
- Basic Headers & Footers
- Formatting using the toolbar/ribbon
- Tips & Shortcuts to increase productivity