

## Producing Professional Documents in Word

In this 3.5-hour course we will look at customising Word to make it work for you and explore how to produce professional documents that would not look out of place in any setting

1. Maintain, navigate, optimise and utilise Word effectively
2. Provide a launch pad for further personal learning
3. Garner a frame of mind that puts you in charge
4. An open Q & A session with our expert to answer your general IT questions

The course is specifically designed for Windows 8.1 and office 2013 or below, if during the duration of the course a difference is found in the standard software or hardware set up you are using then please shout out, we will easily be able to find a work around for most situations.

### Target Audience

The course is suitable for anyone who wishes to master the use of Word in producing clear and professional documentation in business or personal life.

### Course Breakdown

- Customising Word to make it work for you
- Working with section breaks in Word
- Pagination and numbering
- Multi level lists and bulleting
- Creating personalised templates
- Understanding styles and contents insertion
- Open Q & A

Activities include exercises, discussion, and artefact production.

### Course Duration

The course runs for 3.5 hours and runs on-site or off site according to your needs.

### Business Benefits

- Produce impressive documents
- Increase productivity saving time and money
- Enhanced professionalism for internal and external customers
- General improvement in IT skills