

Jumping Bean Training Ltd

Training with Energy!

01592 752268

beans@jumpingbeantraining.co.uk

Growing Bean

Microsoft Word

By the end of this course delegates will be able to use Word to efficiently create letters, professional looking reports and simple posters.

What will I learn?

- You will be able to manage new documents; Creating, saving, opening and printing them as required
- You will be able to correctly format documents using fonts, colours and other formatting tools
- You will be able to correctly use the spell check and grammar check functions
- You will be able to correctly create bulleted lists
- You will be able to correctly create tables within your word document to make it look better
- You will be able to use lots of keyboard shortcuts saving you lots of time!

What do I need to bring?

A basic knowledge of Windows.

What is the cost?

This is a one day classroom based course and costs £185 which includes lunch and a manual to keep.

When can I go?

This course is run on a regular basis. Please contact us or see the course schedule on our website for further details.

Jumping Bean Training Ltd, 47 Woodlea Grove, Glenrothes, Fife, KY7 4AE

Registered in Scotland SC298506 VAT Reg: 880 403 339