

Jumping Bean Training Ltd

Training with Energy!

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Ripe Bean

Microsoft Word

By the end of this course delegates will build on their existing Word skills and create really professional looking documents. Throughout the day there will be a lot of emphasis on using shortcuts.

What will I learn?

- You will be able to correctly create templates for frequently used documents which will save you a lot of time in your working day
- You will be able to correctly use different styles and create headings to give your documents a professional appearance
- You will be able to correctly create and manage a mail merge document which will allow you to mass produce mailings whilst still choosing your own variables
- You will be able to correctly export your word document to be viewed in a web browser
- You will be able to correctly use a variety of shortcuts to save you time

What do I need to bring?

For PC courses delegates need be familiar with Windows. You need to have used Word (in a work environment) for at least 6 months, or attended out growing Bean Word course.

What is the cost?

This is a one-day classroom based course that costs £185 which includes an amazing lunch and a published book 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.

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