

Jumping Bean Training Ltd

Training with Energy!

01592 752268

beans@jumpingbeantraining.co.uk

Super Bean

Microsoft Word

By the end of this course delegates will build on their existing Word skills and create really professional looking documents and publications.

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 a Table of Contents which will automatically update
- You will be able to correctly use Hyperlinks, Bookmarks, Footnotes and Appendixes to create large documents and/or publications
- You will be able to correctly use Forms to protect elements of your documents
- You will be able to correctly use the Track Changes feature to speed up the time it takes for documents to be approved

What do I need to bring?

You need to have used Word recently (in a work environment) for at least 12 months, or attended our Ripe 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.

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

Registered in Scotland SC298506 VAT Reg: 880 403 339