

MasterClass: Word 2007® Creating Technical Documents

WHY?

- SPEND **LESS TIME** AND CREATE INCREDIBLE RESULTS
- TAKE CONTROL** OF INDENTS AND PAGE NUMBERING
- UNDERSTAND** STYLES & SECTION BREAKS
- DISCOVER USEFUL **SHORTCUTS**
- INCREASE YOUR **PRODUCTIVITY**

QUALIFICATIONS

- THE CONTENTS OF THIS MASTERCLASS HAVE BEEN
MATCHED AGAINST RECOGNISED QUALIFICATIONS:
- ITQ 2009 (OCR) UNIT WP
 - NVQ BUSINESS ADMIN. (OCR) UNIT 214 & 224

HOW TO BOOK?

E: TRAINING@KAYENIGHTINGALE.COM



CREATING & CUSTOMISING DOCUMENTS

CREATE AND FORMAT DOCUMENTS

FORMATTING CONTENT

- FORMAT TEXT AND PARAGRAPHS
- MANIPULATE TEXT
- CONTROL PAGINATION
- HEADERS & FOOTERS
- SECTION BREAKS

WORKING WITH VISUAL CONTENT

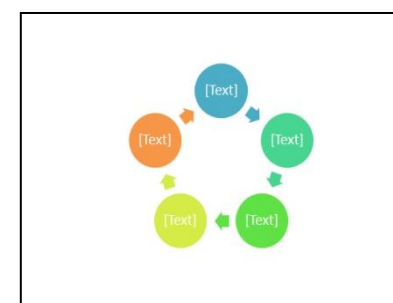
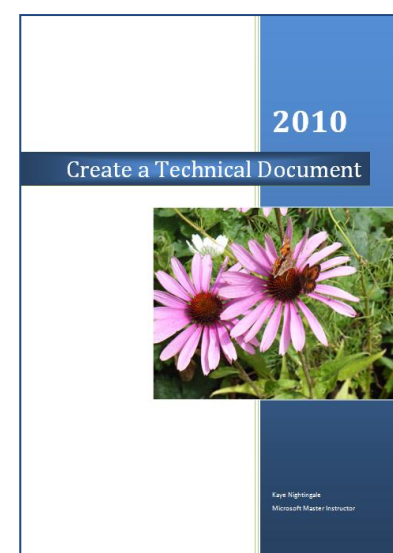
- INSERT & FORMAT ILLUSTRATIONS
- INSERT CHARTS
- INSERT SHAPES
- SMARTART DIAGRAMS

ORGANISING CONTENT

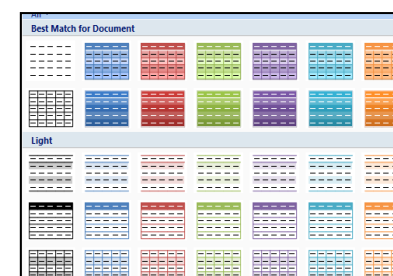
- QUICK PARTS TO STRUCTURE CONTENT
- USING TABLES TO ORGANISE CONTENT
- TRACK CHANGES
- INSERT REFERENCES AND CAPTIONS

REVIEWING DOCUMENTS

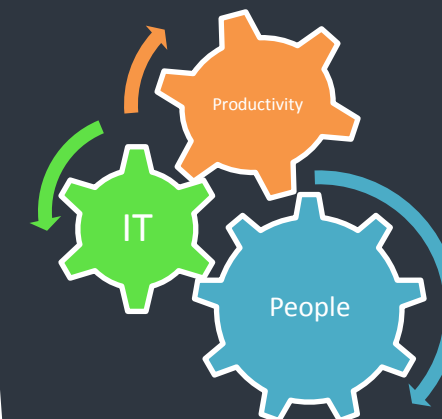
- NAVIGATE DOCUMENTS
- MANAGE TRACK CHANGES



SmartArt Diagrams



Insert Tables



Developing **People**
+
Making **Best use of IT**
=
Improving **Productivity using IT**

