

## Training Course Specification

**Course: Word - Conversion to Office 2013**

**Duration: 2 hours**

**Aims and objectives of the workshop:**

This course is designed to explain the new menu and screen layout of Word 2007. At the end of the course users will feel more confident about using the new menu options for day to day operations.

The course will also illustrate some of the enhanced features of the programme that will ease day to day tasks.

**Who should attend:**

Delegates who have recently, or who intend to upgrade to Office 2007 from any previous version

**Experience needed:**

Delegates should have a good grounding in the use of Word and Excel (any version) and be familiar with most character and paragraph formatting features.

### The New Layout

- The office button
- Word options
- New visual features of the programme(s)
- The Quick Access Toolbar
- Where have the menu options moved to?

**Skills covered during the course are generally those that are most frequently used on a day to day basis, but more advanced tools can be covered on request during the course**

- Formatting text
- Page setup/print preview
- Headers and Footers
- Mail Merge

### New features of Office 2013

- Breakdown of the new menu systems
- How tools are grouped
- Using the SmartArt tool
- Insert cover page