

## Training Course Specification

**Course: Word for Desk Top Publishing (versions 1997 to 2013)**

**Duration: 3 hours**

<b>Aims and objectives of the workshop:</b>	This course is designed for users of Word who want to use Word to product posters or short newsletters.
<b>Who should attend:</b>	Word users concerned with long and/or complex documents and advanced page layout needs.
<b>Experience needed:</b>	Delegates should have a good grounding in Word (any version) and be familiar with most character and paragraph formatting features.

### <sup>1</sup>Course Contents

#### Creating and Using Columns

- Creating and Using Side-by-Side Columns.
- Creating and understanding (snaking) Columns.
- Using Dropped Capitals
- Place Captions on Figures and Tables
- Creating automatic Table of Contents for Figures and Tables
- Wrapping text around images and figures
- Managing Images and Figures

#### SmartArt

- Manipulating diagrams and hierarchy charts

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<sup>1</sup> You can choose from the list to create your own course