

learning
equals
development

EQV Course Outline



■ Word Introduction

■ 1 Day

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Word Introduction

(1 Day)

Business Benefit

Word processed documents are the standard method of written communication, Microsoft Word is the most common software package to create these documents in.

Who Should Attend?

It would be of benefit to anyone with little or no knowledge of word processing who wishes to be able to create simple documents and navigate around the application.

Learning Objectives

*By the end of this course
you will be able to...*

- Create and format professional documents
- Copy and paste text
- Manage files
- Practise basic printing techniques

Course Content

- The Office Environment
- Ribbons & Menus
- Customising your Environment
- Saving, Opening & Closing Files
- Entering & editing Text
- Document Security
- Formatting
- Special Effects
- Copy Formats
- Paragraph Formatting
- Line Spacing
- Bullet Points & Numbered Lists
- Page set ups, Margins & size
- Cut, Copy & Paste
- The Office Clipboard
- Printing
- Headers & Footers
- Document Views
- Spelling
- Pictures & Graphics

2011
Jul 01
Aug 01
Sep 01
Oct 03
Nov 01
Nov 29

2012
Jan 30
Feb 27
Mar 29
Apr 24
May 24
Jun 25
Jul 10
Aug 08
Sep 24
Oct 22
Nov 20
Dec 13

You may also be interested in

Word Intermediate, Word Advanced

Training Locations

Leicester, Sheffield, Liverpool, Manchester, Basingstoke, London

The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided, catering for a variety of dietary needs.

What Delegates Say about this course

"Very useful day"

"Great introduction of Word, will definitely be sending my staff on this."

"Excellent"

