

Microsoft Word – Make the Most of the New Stuff

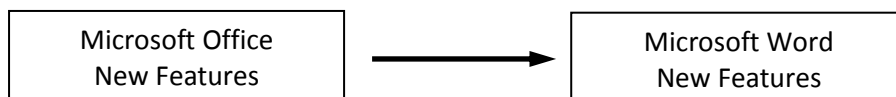
Audience

If you have migrated (or are planning to migrate) from any earlier version of Microsoft Word to Word 2007 or 2010 then this course will be of value to you. The Make the Most of New Features courses are about helping you migrate as efficiently as possible to the new environment and to ensure you are getting the right information about how you can maximise the new tools within the application. This is about making sure you know what you don't know.

Duration

2 hours

Prior Learning Segment



To gain the most from this course you will be an experienced user of Word as this course focuses on the changes to existing tools and concepts with the application, as well as introducing any new features Microsoft have typically included. Typically, you will have developed the skills associated with the Microsoft Office – New Features course

Learning Scenario

All courses at Ripped Orange follow a real life scenario to assist in the learning process. During this course you will be assigned as an employee of a fictitious company.

Key Learnings

- How to use Help
- Getting to know the Word Window
- Working with the Ribbon
- Create a Professional Looking Document
- Useful Tools
- Finalising a Document

Learning Outcome(s)

At the end of the course you will have knowledge of the new and changed features and be ready to be efficient within the Word 2007/2010 environment. You should find yourself transitioning efficiently from your earlier version of the application.

Next Learning Segment

