

# Advancing Microsoft Word 2007

Date: Friday 23 April 2010

Time: 9.00am – 12 noon

Venue: Guernsey College of Further Education, Brock Road Annexe

Cost: £75

Tutor: Jane Le Poidevin

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This course is aimed at current users of Microsoft Word 2007 who would like to use the more advanced features of Word 2007.

Hopefully there will also be an opportunity for delegates to ask for help on topics not covered below.

Objectives: By the end of this course you will be able to:

- Insert headers and footers
- Insert symbols
- Insert autotext
- Add a watermark
- Complete a mail merge
- Work with tables
- Track changes
- Insert section breaks
- Insert footnotes and captions
- Create table of contents

Please contact Martine Ellis at the Guernsey College of Further Education on 737925 or email [martinee@gcfe.net](mailto:martinee@gcfe.net) to book your place.