

# MICROSOFT WORD

## Designing Templates

### SUITABLE FOR

Delegates who are experienced using Microsoft Word but wish to set up templates for themselves or their organisation, to ensure consistency of corporate identity.

### AIM OF THE COURSE

To design and setup corporate Word templates for your organisation.

### COURSE CONTENT

- An Introduction to Templates
- Page Layout
- Setting Defaults
- Styles
- Corporate Standards
- Incorporating Logos and Straplines
- Saving, Editing and Distributing Templates

### FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 1 day
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.