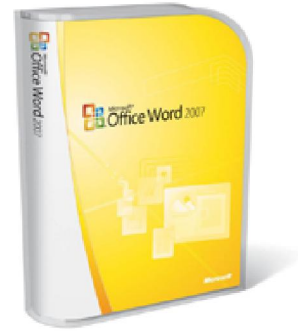


## "Microsoft WORD COURSE"

2 opportunities for this FREE ½ day course...  
Tue 18<sup>th</sup> May (pm)      Tue 15<sup>th</sup> June (pm)

- § The afternoon session is 1.30pm - 4.30pm
- § Each course will be held in the IT suite at VANEL's offices - Melbourne House, Town Hall Street, Grimsby.
- § This is an unaccredited course.



This course will help you get to grips with Microsoft Word (2003 or 2007). Suitable for staff or volunteers at any voluntary or community organisation who have basic computer skills but would like to understand how to find their way around Word and get their word processing skills up to date.

The course will cover:

- Opening applications from the desktop
- Creating a file and folder structure
- Overview of Word menus and toolbars
- Opening and saving Word documents
- Entering and formatting text
- Formatting paragraphs
- Proofing text
- Copying and pasting text
- Importing graphics & photos
- Creating page layouts using tables
- Printing Word documents
- Differences between versions of MS Word

This course follows on from our separate "Beginners IT" courses and is for those wishing to expand their specific knowledge of Microsoft Word. See [www.thirdsectorhub.org.uk/ittraining](http://www.thirdsectorhub.org.uk/ittraining) for more details.

The course is financially supported through **Common Treasury** and is offered **FREE**, but places are very limited and must be booked in writing and confirmed through VANEL. Places are *only* available to staff or volunteers connected to third sector organisations based in North East Lincolnshire and must be endorsed by that organisation. Unfortunately the course is not available to the public or private sector or to individuals not associated with an organisation.

**To book** or for info: contact Vicky Hardy, Third Sector Hub Administrator at **Voluntary Action North East Lincolnshire** on **01472 231123** or email [training@vanel.org.uk](mailto:training@vanel.org.uk)



**Common Treasury** provides equipment for local Third Sector Organisations. See [www.vanel.org.uk/treasury](http://www.vanel.org.uk/treasury) for full information about what is available.

This course is delivered by **Paul Brown** of **PBA Training** on behalf of the **Third Sector Hub** ([www.thirdsectorhub.org.uk](http://www.thirdsectorhub.org.uk)) which is managed at **VANEL** ([www.vanel.org.uk](http://www.vanel.org.uk)).

