



Basics	<input type="checkbox"/>
Next Steps	<input type="checkbox"/>
Further Skills	<input checked="" type="checkbox"/>

IT Skills – Microsoft Word Workshop 1 – Creating Effective Signage and Basic Promotional Materials

Course Code: CTO50

This workshop is designed for new or basic level users of Microsoft Word, who wish to avoid the cost of developing professional promotional materials. Delegates learn everything they need to know to create eye-catching and effective signs, posters, basic leaflets and flyers.

Course at a glance

- Working with documents and page layouts
- Using borders, shading and colour effectively
- Incorporating images and shapes
- Basic use of tables
- Working with a range of text techniques
- Layering and ordering objects
- Customised printing
- Course assessment and review

	At Brandon Training Centre	On-site
Duration	1 day	1 day
Cost	£140 + VAT	£1,600 + VAT per day for on-site trainer
Minimum number of delegates	1 – attending an Open Course Booking	8
Maximum number of delegates	20	20
Certification	Brandon Training Certificate with Training ID Card. Records are available to view on-line	

Note: All pricing is based on Per Delegate rates unless otherwise indicated. For more information or to book a training date, please contact the Training Team on: 01179 718 555 or www.brandontraining.co.uk