

Microsoft Office Word The Differences



Course aims:

This course has been designed for existing users who wish to look at the new features/differences in the new version of Microsoft Office Word

Pre-requisites:

Delegates should be familiar with Microsoft Windows and have a good understanding of previous Microsoft Word.

Who should attend:

Anyone wishing to learn about the differences between the Word versions.

Duration: 3 hours

<p>New/Upgraded features</p>	<p>New look – task pane, research pane Reading layout Improved document protection Document compare side by side Document workspace Mailmerge enhancements</p>
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