



Migrating from Microsoft Office™ 2003 to 2010

Is your organisation making the switch from Microsoft Office
Word 2003™ to Microsoft Word 2010™?
Are staff comfortable using Word but want to learn to navigate
around this newest version?

We'll help staff get familiar with the changes and show them
how to perform normal everyday tasks.

We will include the new "ribbon" feature, menus and toolbars,
page layouts, creating tables, the new Backstage Menu,
formatting, saving, printing and working between Word 2010™
and earlier versions.

The training will be tailored to how you want to use the
software within your organisation, and will be hands on.

Also available for Excel, PowerPoint and Outlook 2010™

Email now info@ict-connections.co.uk for your no obligation quote or to
speak to one of our trainers about your requirements.

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