



Workshop for Residents

Your essential guide to Microsoft Word (Intermediate)

This training course is perfect for existing users of Microsoft Word who would like to build on their existing skills allowing them to create more complex documents.

Tuesday 9th February 2010

9.30am-4pm

**at Sutton Gate
1 Carshalton Road
Sutton
Surrey
SM1 4LE**

This is a **FREE** training opportunity open for all Sutton Housing Partnership tenants and leaseholders.

Refreshments and lunch will be provided for all attendees.

To book your place call the
Customer Involvement Team
on

020 8915 2324

or email

customerinvolvement@suttonhousingpartnership.org.uk



Sutton Housing Partnership

Sutton Gate, 1 Carshalton Road, Sutton SM1 4LE
Freephone 0800 195 5552 or 020 8915 2000*
customerservices@suttonhousingpartnership.org.uk
www.suttonhousingpartnership.org.uk

*Call charges may vary depending on your network.





This course will enable participants to build on their existing Microsoft Word skills in order to successfully edit and maintain documents.

Course Overview

- Refresh your word skills
- Use more advanced number and bullet formations
- Create newsletters
- Illustrate your documents with pictures, charts and other objects

Each attendee will have access to their own computer during the training course.

Plus, on this course, the trainer provides free telephone support for 1 year to offer help and advice.

All course participants will receive a full training pack including a certificate of attendance.



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