**Word for Defence Writing Workshop Application**

Available dates

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Wednesday or Thursday | Week Commencing 03 / 01 / 22 |  | Monday or Tuesday | Week Commencing 08 / 08 / 22 |
| Any Day | Week Commencing 10 / 01 / 22 | Any Day | Week Commencing 12 / 09 / 22 |
| Any Day | Week Commencing 21 / 02 / 22 | Any Day | Week Commencing 24 / 10 / 22 |
| Any Day | Week Commencing  14 / 03 / 22 | Any Day | Week Commencing 14 / 11 / 22 |
| Any Day | Week Commencing 09 / 05 / 22 | Any Day | Week Commencing  5 / 12 / 22 |
| Any Day | Week Commencing 20 / 06 / 22 | Monday or Tuesday | Week Commencing  12 / 12 / 22 |

You can book onto any day listed, subject to availability. Slots will be allocated on a first come first served basis.

I would like to reserve a place on :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM / PM

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The full workshop will cover the following items:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Setting the font style and size |  | 9 | Using simple page numbering |
| 2 | Text justification | 10 | Using headers and footers |
| 3 | Using bullet points | 11 | Using tables |
| 4 | Using boldfacing | 12 | Inserting & removing page breaks |
| 5 | Using spelling & grammar check | 13 | Using section breaks |
| 6 | Using tracked changes | 14 | Using footnotes |
| 7 | Setting the page margins | 15 | Setting a water mark |
| 8 | Setting default tabs | 16 | Page numbers for annexes |

I need a full workshop / I only need section numbers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*

(delete & complete as appropriate)