
Metadata in Word Documents

A one hour training module designed for Solicitors, Barristers and any other professionals who have to deal with computer-based evidence as part of their work. In the context of electronic documents, metadata is information about the document that is routinely recorded by the software that created the document but which is not shown on the face of the document.

Metadata associated with electronic documents routinely forms part of the electronic evidence that is presented in court. This module looks at the metadata associated with Microsoft Word documents and the relevance of this information when used as evidence.

Aim of the Course:

The aim of the course is to provide the candidate with an explanation of metadata, what metadata is contained within Microsoft Word Documents and an understanding of how the metadata changes according to the actions of a user.

Course Level:

This course is an introductory level course. No previous experience of computer evidence is required.

Course Location:

For convenience the course is designed to be delivered on the customer's premises.

Course Date:

Please contact Orion Investigations to arrange a date for your course

Course Cost:

1000 Baht a person (excluding VAT). If two or more training modules are booked together price is reduced to 900 baht per person per training module.

Course content:

The course will cover the following subjects.

- [What is Metadata?](#)
- [Examination of Metadata](#)
- [File Properties](#)
- [Author & Company](#)
- [Created Times and Dates](#)
- [Saving a Word Document](#)
- [Modifying a Word Document](#)
- [Total Editing Time](#)
- [Revision Number](#)
- [Computer](#)
- [Title](#)
- [Metadata Artefacts](#)

Further Information

For further information and booking form, please contact Orion Investigations. Email: info@orioninv.co.th