MS Word Intermediate (1052)

Duration: 1 Day

Membership: Users of MS Word who would like to develop their skills beyond a basic level would be ideally suited to undertake this course. The course is specifically designed for those delegates wanting to learn about the use of tables, styles, templates and other formatting skills.

Objectives: On completion of this course delegates will be able:

- To enhance normal working with AutoText
- To work with tables
- To use the advanced formatting features of MS Word (eg columns, styles)
- To include graphics in documents (and control them!)
- To create and use templates effectively
- To customise the MS Word environment (eg toolbars, Tools/Options settings)
- To employ mail merge effectively
  with or without the use of the course notes.

Structure: Each course will consist of 4 sessions divided into modules of work.

Content:

- AutoText
- Tables
- Sections & columns
- Inserting files/pictures
- Advanced formatting
- Word environment
- Mail merge

Pre-requisites: Delegates should be confident with the skills covered in our MS Word Foundation (1051) course

Contact:

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