Microsoft Word Intermediate

Enhancing your MS Word skills to create professional documents.

Synopsis

This course aims to enhance existing skills by covering more specific documentation creation aspects such as working with multiple documents, formatting tables, tabs, lists, merging, section breaks, templates and more.

Course Topics

- Working with multiple documents
- Columns
- Formatting techniques
- Setting up Word options
- Document properties
- Styles and techniques
- Themes
- Templates
- Section breaks
- Headers and footers
- Mail merge recipient lists
- Merging from scratch
- Merging to labels
- Shapes and enhancing shapes
- Text boxes and techniques
- Table features
- Enhancing pictures

Course Details

Delivery:	Inhouse or Virtual delivery
Structure:	Interactive Workshop
Time:	1 day
Class Size:	Max 15
Cost:	On request

About the Trainer

Jack Coad is a Senior PC applications trainer having begun training in computing systems in 1980. Jack was a serving member of the RAAF in the CSD [Computing Services Division] and was responsible for all training for computer operators and electronic data processing operators.

Jack is an expert Microsoft Office Suite trainer, training at all levels and in all versions.

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