

Microsoft Word (Intermediate)

Microsoft Word is the bestselling and most widely used word processing program in the world. Microsoft Word is standard in most businesses, and is essential to operate efficiently in today's office environment.

Course content / outcomes

TP human capital's Microsoft Word training will give you the skills to confidently and efficiently produce professional looking documents.

This course builds on the base developed in Introduction to Word, giving you increased skills to produce more complex documents. This level of training is the minimum level required for anyone who is serious about developing their office skills.

Course Topics

- ▶ Format tables
- ▶ Sort text within a table
- ▶ Calculate text within a table
- ▶ Use find and replace
- ▶ Use format painter
- ▶ Create and use AutoText and AutoCorrect
- ▶ Understand the concept of mail merge
- ▶ Create main documents
- ▶ Create data source
- ▶ Merging to new documents
- ▶ Work with headers and footers
- ▶ Insert pictures
- ▶ Create personalised standard layouts

Prerequisites Introduction to Word or equivalent

Duration 1 Day (9a.m. to 4-4.30p.m.)

Investment \$335



For more information or for a tailored proposal please contact TP human capital on 4772 3800

