



MS WORD INTERMEDIATE

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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

Prerequisites Introduction to Word or equivalent

Duration 1 Day (9am – 4pm)

Investment \$335 per person

For more information or for a tailored proposal please contact TP Human Capital on 4772 3800

Course Topics

Format tables

Sort text within a table

Calculate text within a table

Use Find and Replace

Use Format Painter

Create and use Auto Text and Auto Correct

Understand the concept of mail merge

Create main documents

Using columns and text boxes

Create data source

Merging to new documents

Work with Headers and Footers

Insert pictures

Create personalised standard layouts

Using Section Breaks