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Microsoft Word Intermediate

Introduction Microsoft Word is the latest release of one of the world's best selling Windows word processors. It takes full advantage of the Windows environment, offering a full range of WP facilities, graphics integration & linking to other Windows products.

Objectives To build on existing skills in creating, editing and printing documents.
To be conversant with formatting techniques such as columns and tables.
To be able to use tools such as mail merge and templates.

Designed for Existing users of Word. Participants should have either attended our "Word Introduction" course or attained a similar level of proficiency.

The combined material covered in the Word Introduction and Word Intermediate will provide delegates with the necessary knowledge to sit the ECDL Module 3 – Word Processing or the MOUS Word Core exam.

Duration One day

Topics Review of Basic Skills
Language
Using the Thesaurus
Inserting symbols
Advanced tabs
Different types of tabs
Dot leader tabs
Newspaper style columns
Tables
Using the Tables and Borders toolbar
Sorting information in tables
Calculating totals
Mail Merge
Creating main documents and data sources
Creating mailing labels
Editing data sources
Templates
Creating and using templates
Outline View and Styles
Reveal formatting task pane
Styles task pane
Inserting and Formatting Word Art and Clip Art
Insert ClipArt task pane
Printing
Previewing and printing options

Follow-up Word Advanced - 1 day

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