



Business success through people

Microsoft Word Intermediate to Advance

- Working with Tabs
- Creating Columns and Tables in reports, minutes and letters
- Using Templates
- Working with Headings
- Mail and Label Merging
- Document Proofing
- Style Management
- Sections
- Finding and Replacing
- Paragraph Techniques
- Advanced Styles
- Creating Templates and Forms
- Using Graphic Effects
- Working with Large Documents
- Document Layout
- Sharing Documents
- Numbering, Bullets, and Listing Technique
- Using the Proofing Tools - Autocorrect, Auto text and language tools
- Advanced Formatting and Styles, including Templates, Forms and Masters for all docs
- Macro's

Certificates will only be issued on successful completion of Assessment