



Focusing on...

The specific software training requirements of your workforce to maximising your workforce's efficiency

Microsoft Word Intermediate

Course Outline

Course Prerequisites:

Individuals attending this course should be familiar with the general aspects of the Microsoft Windows environment and have a basic understanding of Microsoft Word such as entering and modifying text, text formatting, moving and justification etc. Candidates should also have a basic understanding of File Management and the saving procedure.

Aim:

On completion of this course you will be able to confidently build beyond the basics of Microsoft Word as well as use a variety of the automated and wizard driven features available in order to save valuable time and increase productivity.

Course Content:

Using AutoText and AutoCorrect to enter standard or regular text entries
 Applying and adjusting paragraphs for hanging and line indent format
 Using and managing basic Tabs, Bar Tabs Dot Leaders.
 Creating and Using tables, general formatting, applying borders and shading
 Creating, applying and modifying styles for document consistency and appearance
 Working with multi-level Bullets and Numbering, restarting and continuing lists
 Applying text columns, breaks and spacing
 Inserting and manipulating clip art and graphics image files

Course content may vary depending on existing or prior knowledge of Word by the candidates and may be adjusted accordingly for the benefit of course candidates.

Times and Refreshments:

Candidates attending should arrive at 09:00 as courses will start promptly at 09:30 and finish at approximately 16:30 hrs. A buffet lunch will be provided at the lunchtime interval, together with general refreshments throughout the day.

If this course outline does not meet your specific requirements please ask about our bespoke and customised training services which can be designed and built around your working requirements if required.

Candidate interaction and Q&A is welcomed throughout all our courses providing this is kept within acceptable boundaries of the course level being delivered.

All courses are delivered by our recognised **Microsoft Instructors**.

