

Word Intermediate (full day)

Level 2.0

Course outline

Word Intermediate (full day) is an ideal course for people who wish to extend their Microsoft Word skills with this popular program. If you want to work faster and with more consistent formatting, with large documents or simply to extend your skills beyond the average of those in your corporate environment this course is for you.

Course duration

Full day (9am to 4pm)

Covered in this course

Subjects covered in this course include:

- Working with tabs
- Adding watermarks to documents
- Creating templates
- Performing a basic mail merge
- Creating and formatting charts
- Adjusting AutoCorrect
- Working with columns
- Assembling and formatting tables
- Working with pictures including text wrap
- Paragraph style basics
- Adding and formatting text boxes
- Working with the Building Blocks feature
- Adding cover pages and blank pages
- Track changes.

and much more including our T7 Tips and Tricks section.

Is this course for me?

Before enrolling into this course, you must be comfortable and familiar with the skills covered in *Word Basics* such as bulleted and numbered lists, headers and footers, page breaks, adjusting margins and adjusting page sizes. If you are not familiar with these skills, you will need to attend and complete *Word Basics* prior to attending *Word Intermediate*.

Session dates

Course dates, times and booking instructions are located at: www.T7.net.au/Word

Further study

Our range of **Word Advanced** modules cover advanced features and usage of Microsoft Word.

T7 Training Systems

For bookings or enquiries, contact:
(02) 8003 5740 or www.T7.net.au

Suite 104, 288 Wattle Street, Ultimo 2007
GPO Box 2891, Sydney 2001

