

Course: Introduction to Microsoft Word

Duration: Two day workshop

Course covers the following topics:

- Create and manage documents
- Folder and File database structures
- Cut, Copy and Paste
- Edit a document
- Formatting a document
- Create basic tables
- Enhance a document with assets
- Print and proof a document
- Customising the Ribbon

At completion of the course students will be able to:

Create, edit and manage long documents
Organising Content Using Tables and Charts
Perform Calculations in a Table
Create a Chart
Customising Formats Using Styles and Themes
Create and Modify Text Styles
Create Custom List or Table Styles
Apply Document Themes
Inserting Content Using Quick Parts
Create and Modify Building Blocks
Using Templates to Automate Document Formatting
Insert Section Breaks
Insert an Index
Insert a Table of Contents
Using Mail Merge to Create Letters, Envelopes, and Labels
Tips & Techniques



We also offer courses in

Adobe

InDesign

Captivate

PhotoShop

Illustrator

All students receive:

A Microsoft Certified Instructor
Comprehensive Training Manual
Course Certificate
Free luncheon voucher
Unlimited Telephone Support
Additional onsite support at a cost effective rate to suit specific needs

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