



Microsoft Word Advanced

Course Objectives:

This course is designed to give you the more advanced functions of Word to enable you to work much smarter for those more complicated documents.

Course Content:

Topics covered on this course include:

- Styles
- Desktop publishing
- Long documents
- Mail merge
- Macros
- Sharing documents

Who Should Attend?

Those who already have a good understanding of Word and want to know the more advanced features or those who have attended the Intermediate course.

On completion of the course, delegates will receive a Certificate of Attendance.

Duration: 1 day

