

MS Word Training Course 2019

Intermediate Level

wdr

INTERMEDIATE LEVEL

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Course Description:

This is an **intermediate level course**, so if you have used Microsoft Word 2016 before, or you want to jump straight into the more advanced functions, then this course is for you! Gain an **in-depth introduction to Microsoft Word 2016**, and understand how to perform formatting and customise documents you are working with.

Before jumping into this MS Word course at the **intermediate level**, one should **have a good basic understanding of the beginner Word functions**.

Some of the highlights of the intermediate Word course include the following:

- ✓ Creating, formatting and customising tables as well as sorting data and formulas using tables
- ✓ Using newspaper style columns and multilevel lists
- ✓ Using the design tab, applying & modifying styles and creating/deleting styles
- ✓ Adding and deleting watermarks, page breaks, blank pages, headers/footers and cover pages
- ✓ Producing, sorting and filtering a mail merge
- ✓ Sending mail merges to labels using Excel data
- ✓ Using auto functions such as auto correct & auto format and learning how to manage these functions
- ✓ Working with multilevel lists

Course Specifics:

Price: £350 per person (ex. VAT)

Duration: 1 day course

We provide a **one-day intensive**, supported learning programme. The course is broken down by our expert tutor and will provide you with a highly interactive learning experience in our Horsham Training Centre, supported with eBooks (bring a memory stick!). Our range of Microsoft Office courses are available from **Beginner, Intermediate and Advanced levels** ensuring that the learning you take away from them is in keeping with your day-to-day requirements.

For larger groups, WDR can arrange training at your premises or a local venue. **Please speak to our team for more details:**

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