

Microsoft Word Office 365, 2013, 2016,2019 Advanced Level

📌 Course Aim

This course is designed for candidates who already have a knowledge of Microsoft Word to an intermediate level and wish to advance their skills to a higher level.

📌 Client Profile

Candidates should have a good working knowledge of Microsoft Word to an intermediate level or have completed Microsoft Word Introduction & Intermediate courses beforehand. Ideally each client would have access to a computer system where Microsoft Word is available to maximum learning post training.

📌 Course Outline

- **Microsoft Word Office 365/ 2013 / 2016**
 - Using advanced formatting techniques
 - Headers & Footers
 - Index & Tables
 - Templates & styles
 - Desktop publishing
 - Creating tables & charts
 - Mail merge
 - Macros
 - Advanced printing options
 - Mail Merge
 - Tables

📌 Course Location:

Online or Classroom Based

📌 Course Duration:

1 Full Day

