

## Microsoft Word Office 365, 2013, 2016, 2019 Intermediate Level

### 📌 Course Aim

The aim of this training course is to provide clients with the necessary skills required to produce professional documents using a word processor incorporating various practical formatting, graphics, charts & images.

### 📌 Client Profile

It is important that each client has previous experience and a basic working knowledge of any one of the following Microsoft Word, Microsoft Works, Word perfect or Mac Write. Ideally each client would have access to a computer system where Microsoft Word is available to maximum learning post training

Basic Working knowledge – Open Close Save files, understand the formatting menu i.e. Font, Font size, Text colour and importantly to be able to navigate within a document.

### 📌 Course Outline

- **Microsoft Word Office 365/ 2013 / 2016**
  - Intermediate MS Word Commands Functions,
  - Open & Close, Save & Print Files
  - Font Type
  - Font Size
  - Bold Italics, underline
  - Font colour
  - Page Setup & Margins
  - Headers & Footers
  - Paragraph formatting
  - Line Spacing
  - Tab & indentation
  - Clip – Art Auto shapes
  - Bullets & numbering
  - Page Styles
  - Templates
  - Mail Merge
  - Tables

### 📌 Course Location:

Online or Classroom Based

### 📌 Course Duration:

1 Full Day

