

COURSE SYLLABUS

Course Code **WORD03**
Course Title **Advanced Microsoft Word**

Duration 4 hours contact time
 (One session is 2 hours)

Qualification media mount certificate of achievement

Training Level Advanced

Prerequisites Intermediate Microsoft Word experience (see Intermediate Microsoft Word course)

Summary This course will introduce the learner to more advanced features of Microsoft Word.

Price Price Category B
 Our full price list is available on request



To enrol on this course or contact media mount for further information visit our website

www.mediamount.co.uk or telephone (+44)(0)28 9147 2020

Course Objectives

1. Create professional documents such as reports
2. Enable Word to perform repetitive tasks and work with other applications

Topics

Module Application	Outline
Microsoft Word	<ul style="list-style-type: none">• Customise Toolbars• Templates• Mail Merge• Find & Replace• Breaks• Styles• Table of Contents & Indexes• Record Macros• Hyperlinks• Keyboard Shortcuts

Features

Hand-outs will be made available via the Internet and paper hard copy. Extra out-of-contact time support can be given (see prices/rates section).

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Notes