

COURSE SYLLABUS

Course Code **WORD02**
Course Title **Intermediate Microsoft Word**

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

Qualification media mount certificate of achievement

Training Level Medium

Prerequisites Basic Microsoft Word experience (see Introduction to 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. Change Microsoft Word's layout to suit the learner
2. Add images, colour and tables to a Word document
3. Change the page setup of a document

Topics

Module Application	Outline
Microsoft Word	<ul style="list-style-type: none">• Headers and Footers• Page Margins• Page Setup• Toolbars• Font colours• Text boxes• Word Art• Tables• Images and Clip Art• 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).

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

Notes