



## Microsoft Word – Beyond Basics

Explore Microsoft's industry standard word processing software in this hands-on course. Learn to produce professionally formatted documents, automated letter and memo writing, and text and graphic rich marketing materials.

### Designed for

This course is designed for people who have a day to day familiarity with Microsoft Word 2007. Your basic Word skills will be enhanced by covering features such as tables, mail merges, clip art and graphics.

### Course outcomes & benefits

This course focuses on basic document production using Microsoft Word 2007 and is designed to give the learner a sound understanding of how documents are created, formatted, and stored. The skills and knowledge covered on this course are sufficient to create professional documents such as letters, memos, basic newsletters and flyers.

### Course content

- Editing Tools
- Formatting A Document
- Document Formatting Using Tabs
- Document Layout
- Tables
- Using Graphics
- Using Templates
- Drawing In Word
- Mail Merge Documents

### Duration & course dates

1 day            20 May or 25 September

### Investment

\$375

### Assessment

There is no assessment on this course.

### Location

Level 2, 12-22 Rothschild Avenue, Rosebery NSW 2018

**Program code** WOR

# LEARN4LIFE

**Learn4Life 12-22 Rothschild Avenue Rosebery NSW 2018 Australia**

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