



Microsoft® Office Word® Intermediate



Microsoft®
Word 2016

Key Focus Areas:

Working with tables

- Learn how to create, edit and work with tables

Applying and Modifying Styles

- Understand how a style is created and how to modify it

Mail Merge

- Learn how to use the Mail Merge feature to produce letters, labels and envelopes

SmartArt Graphics

- Learn all about using SmartArt graphics in your document

Sections and Breaks

- Learn how to add page, section and column breaks

Columns

- Learn how to use the column feature in Word

Table of Contents

- Learn how to create an automated table of contents

Lists

- Learn how to add and modify bulleted and numbered lists

Sort

- Learn how to sort lists and data within the document

Hyperlinks

- Learn all about hyperlinks, how to add and modify them

Pictures and Wrapping text

- Learn how to add pictures and use the text wrapping feature

Text boxes and shapes

- Learn how to insert, modify and use text boxes and shapes

Aligning, ordering and grouping objects

- Understand how to align, group, order and rotate objects

Inspecting and Protecting Documents

- Learn how to inspect your document and protect it

Entrance requirements:

Delegates are advised to bring their own laptops, with relevant programmes installed to class, in order to complete the training

Programme fee

The programme fee of R1 500 (incl. VAT) covers tuition, instruction material and light refreshments

Duration

2 days

Dates:

For updated programme dates, please contact us or visit our website: www.ukznextendedlearning.com

Disclaimer: Due to the extended planning horizon, UEL reserves the right to amend dates and prices at short notice, whilst protecting the consumer rights and interests of prospective delegates. For the most accurate information, please visit our website: www.ukznextendedlearning.com

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