Word
Intermediate

CLASS
TRAINING

General Outline

Better control over your documents, headers, footers, formatting, is the focus of this course.

The exercises will show you how to set up multi-level numbering in legal documents and minutes of meetings.

Importing, manipulating and editing graphics, and using tables extensively is also covered.

AutoText and AutoCorrect features, used for inserting standard sets of text and graphics, are also covered in the training manual.

Detailed Course Outcomes

- ♦ Revise Word shortcuts and basics
- ♦ Apply more advanced formatting to text
- ♦ Add headers and footers
- ♦ Add bullets, numbers
- ♦ Set up multi-level ('outline') numbering
- ♦ Apply borders and shading
- ♦ Create and format tables
- ♦ Import and format graphics (clipart, digital images)
- ♦ Use and edit AutoCorrect and AutoText
- ♦ Conduct search and replaces

Client Reviews

"The course will help me produce documents a lot quicker."
Christine, Project Assistant; Intermediate

"Very relevant, clear information, booklet for future reference is excellent."
Orme, Copy Editor and Proof reader; Intermediate

"The pace of the course was good. Not having to look at the board, but trainer used 'our' screens for presentation of examples - this worked really well."
Judi, RTW Coordinator; Intermediate

"I was impressed with the and simple explanation on how Word can be used."
Wayne, Customer Service Officer; Intermediate

Duration & Rate:

- ♦ 1 day public course ($319) OR
- ♦ 3 x 1-hour online ($132) OR
- ♦ Closed / Onsite (inquire)

Prerequisites:

CLASS Training's Word Basics and Beyond Course or otherwise proven competency with Word.

Public Course Includes:*

- ♦ Use of a computer for hands-on exercises.
- ♦ Extensive training manual.
- ♦ Refreshments.
- ♦ Certificate of attendance.
- ♦ After-course support.
- ♦ Free refresher course.

* Inquire re details.

How to Book:

- ♦ Phone us on **(02) 6041 2711.**
- ♦ Email us at **office@classtraining.com.au**.
- ♦ Book online at **www.classtraining.com.au**

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Work Smarter!