

MS Word

Very few people know how to use a PC to its full advantage. More surprisingly, there are many of us that use the same Microsoft packages every day and still do not tap into its full potential. This is why at t2, we have devised a range of courses arranged in introductory, intermediate and advanced levels allowing us to provide the most accurate and beneficial Microsoft training for each individuals ability.

course details

Course Duration

One Day (for each level)

Course Cost

£950 (per day)

Maximum Delegates

This course is designed for up to 10 delegates

Training Location

Training can be run at any venue

Participant Profile

This course is aimed at:

- Anyone who is proficient with basic Mouse, Keyboard and Windows Skills

Introduction details

Introduction

Our 'introduction' course is designed for people who need to know how to get the best from their applications from the outset. If you are new to Word or are not comfortable with producing standard letters and reports, then this course will put you on track.

Key Topics

Participants will cover:

- The Word environment basics
- Word basics
- Formatting
- Printing
- Spelling and Grammar

Course Benefits

On completion of this course, participants will understand:

- Component features that collectively make up MS Word, and the skills to create accurate text documents

Intermediate details

Intermediate

Our 'intermediate' course focuses on introducing users to the more functional areas of working with Word. The course takes the user into producing more graphic/DTP orientated areas to produce more professional looking documents.

Key Topics

Participants will cover:

- Further formatting
- Mail merge envelopes and labels
- Working with tables
- Working with text columns
- Working with graphics and drawing tools

Course Benefits

On completion of this course, participants will understand:

- Popular tools such as Mail Merge Tables, and Drawing Tools

Advanced details

Advanced

Our 'advanced' course focuses on introducing users to more specialist areas of Words' functionality. We would suggest that you have a demand for the skills, as the tools are not part of most users 'everyday' word processing requirements.

Key Topics

Participants will cover:

- Further formatting
- Mail merge envelopes and labels
- Working with tables
- Working with text columns
- Working with graphics and drawing tools

Course Benefits

On completion of this course, participants will understand:

- An advanced knowledge of Word tools including automating of document processes using Macros and fields

client testimonial



A very good course giving a good insight into Microsoft packages. It was a worthwhile course in a friendly atmosphere providing excellent information.

Jamie Stewart, **Paradigm**

You may also be interested in...

MS Excel

Designed to give participants an introduction, intermediate or advanced knowledge of Microsoft Excel to enhance day-to-day capabilities.

MS Project

Design to help you learn how to solve typical project and business problems using the planning, control and progression features of MS Project.