

Word Advanced modules

Level 3.0 - 2 hours each

Course outline

The T7 Training Systems **Word Advanced modules** allow you to learn the advanced subjects in Microsoft Word you need to know without sitting through advanced subjects which you don't need. Each module is two hours long and comes with a course book detailing subjects covered during the module.

Course duration

Two hours (each module)

Word Advanced - Mail Merges

Learn everything you need to perform advanced reliable and impressive mail merges.

Word Advanced - Paragraph Styles

Paragraph styles are covered in depth in this advanced module, ideal for those who work with large documents.

Word Advanced - Templates

Create your own templates with confidence in this Word Advanced module. Ideal in combination with the Paragraph Styles module.

Word Advanced - Track Changes

Expose the mysteries of the track changes feature with this easy-to-understand module.

Word Advanced - Graphics

Learn how to create impressive graphics in your documents, both with pictures and drawn objects. Available for Word 2007 and Word 2010 only.

Word Advanced - Fields

Utilise powerful fields available in Microsoft Word.

Word Advanced - Tips and Tricks

Learn tips and tricks that will increase your productivity and impress your colleagues.

T7 Training Systems

For bookings or enquiries, visit:

www.OnsiteTrainingCourses.com.au

or visit www.T7.net.au

