

IT: Microsoft Word Advanced

Course duration: 1 day

Who should attend:

This course is valuable for anyone experienced in using Word

Previous knowledge required:

A basic understanding of Word

Course benefits:

To bring experienced users to a level of competence that allows them to produce more complex documents and enables them to use Word to its full potential.

What you will learn:

- Finding files
- Tables
- Columns
- Section breaks
- Layout
- Mail merge
- Styles
- Document map
- Outlines
- Templates
- Bookmarks
- Macros