MICROSOFT WORD 2010 LEVEL 2

Target Audience	For people who are interested in extending their understanding and knowledge of Microsoft Word software beyond basic document creation.
Overview	This course aims to enhance existing Microsoft Word skills by covering more specific documentation creation aspects such as working with multiple documents, formatting in tables, tab, lists, merging, section breaks, templates, and working with pictures and illustrations.
Content	- Modify Word options - Work with the Navigation pan - Work with multiple documents - Use a range of formatting techniques to position text and paragraphs - Create and work with various types of tabs - Define and modify lists - Use table features to improve the layout and format of tables - Create and use building blocks - Create and apply styles - Create and work effectively with themes - Create and use templates - Learn how to work with section breaks - Insert headers and footers into a document - Use the Mail Merge Wizard to perform mail merges - Insert and work with pictures, illustrations and WordArt
Qualification	Non-accredited Statement of Attendance
No. of participants	Minimum 8 – maximum 15
Investment	$330 (incl GST) per participant (includes training manual)
Duration	1 day or 2 x 3 hour sessions
Catering	Basic morning/afternoon tea is included in this costing (tea, coffee, biscuits). Alternative arrangements available on request.
Contact	**Ros Williams** **Ph: 6253 0682** **Email: ros.williams@capitalcareers.com.au**

Contact us to discuss how this course can be customised for your organisation's needs

Quality Training – Flexible Delivery