



Course Prerequisites

Before attending this course you need to be familiar with the basic functions of Word including how to create a basic document and apply basic formatting and print options.

The course content for Intermediate level is as listed.

D.T.I. Courses

- Excel 2003 or 2007
- Word 2003 or 2007
- PowerPoint 2003 or 2007
- Access 2003 or 2007
- Project 2003 or 2007
- Outlook 2003 or 2007
- Communication in Business
- Presentation Skills
- Time Management
- Team Building
- Basic I.T. Skills
- Train The Trainer

Microsoft Word Intermediate Level

This course is specifically for those who already know how to create basic Word documents but who wish to take their documents to the next level.

- Use Bullet lists to greater effect by being able to create custom Bullet types. Also learn about Custom Numbering sequences for legal documents.
- Lay out your documents in a professional manner using Tabs, Indents and Tables.
- Learn how to draw within MS Word and how to work in detail with pictures and drawn objects including how to group, ungroup, align and distribute objects.
- Learn how to insert Text boxes into a document and how to link them to enable the automatic flow of text.
- Use Word Art to create visually stunning effects on your documents. Then set your documents apart by adding a watermark to each page.
- Learn how to create a MailMerge so that you can distribute a document to a group of people yet personalise each copy of the document.
- Password protect your document to only allow specific users to either open or modify your documents.

Each participant will have use of an individual computer and will receive notes and exercise files on CD at the end of the course

Course Details

*1 Day Course
Start Time: 9:30am
Finish Time: 4:30pm*

