



See more at www.zandax.com/courses/word-intermediate

Course information from ZandaX

Microsoft Word 2013/2016 Intermediate

A premier Microsoft Word training course from ZandaX

Course duration: 2 hours 25 minutes of highly focused content (Revisit, review and revise as often as you want)

What you'll learn

- ✓ Managing Your Documents
 - ★ Effectively use Windows and Word's File options to create folders and manage files
- ✓ Using Formatting Tools in Word
 - ★ Use formatting tools and controls to enhance text, paragraphs and pages
- ✓ Creating Headers and Footers
 - ★ Add and manage headers and footers for more organised/professional looking pages
- ✓ Working with Pictures
 - ★ Add, manage and adjust pictures within your word document
- ✓ Working with Shapes
 - ★ Add and adjust shapes and graphics in your Word document
- ✓ Performing a Mail Merge in Word
 - ★ Use mail merge to effectively create letters and labels to multiple recipients

What does our Word Intermediate course cover?

Enhance Your Knowledge of Microsoft Word

This course is aimed at anyone with a basic knowledge of Word, and who want to consolidate and build on that knowledge in the shortest possible time frame.

You'll progress from using Word as a simple word processing tool to utilizing it to produce documents that will be impressive in most business situations.

If you can produce basic documents but would like to be able to add more quality to them, this is the course for you!

This Microsoft Word skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft word skills?

Course requirements

You should have a good working knowledge and understanding of the concepts covered in the Introduction course.

Who's this course for?

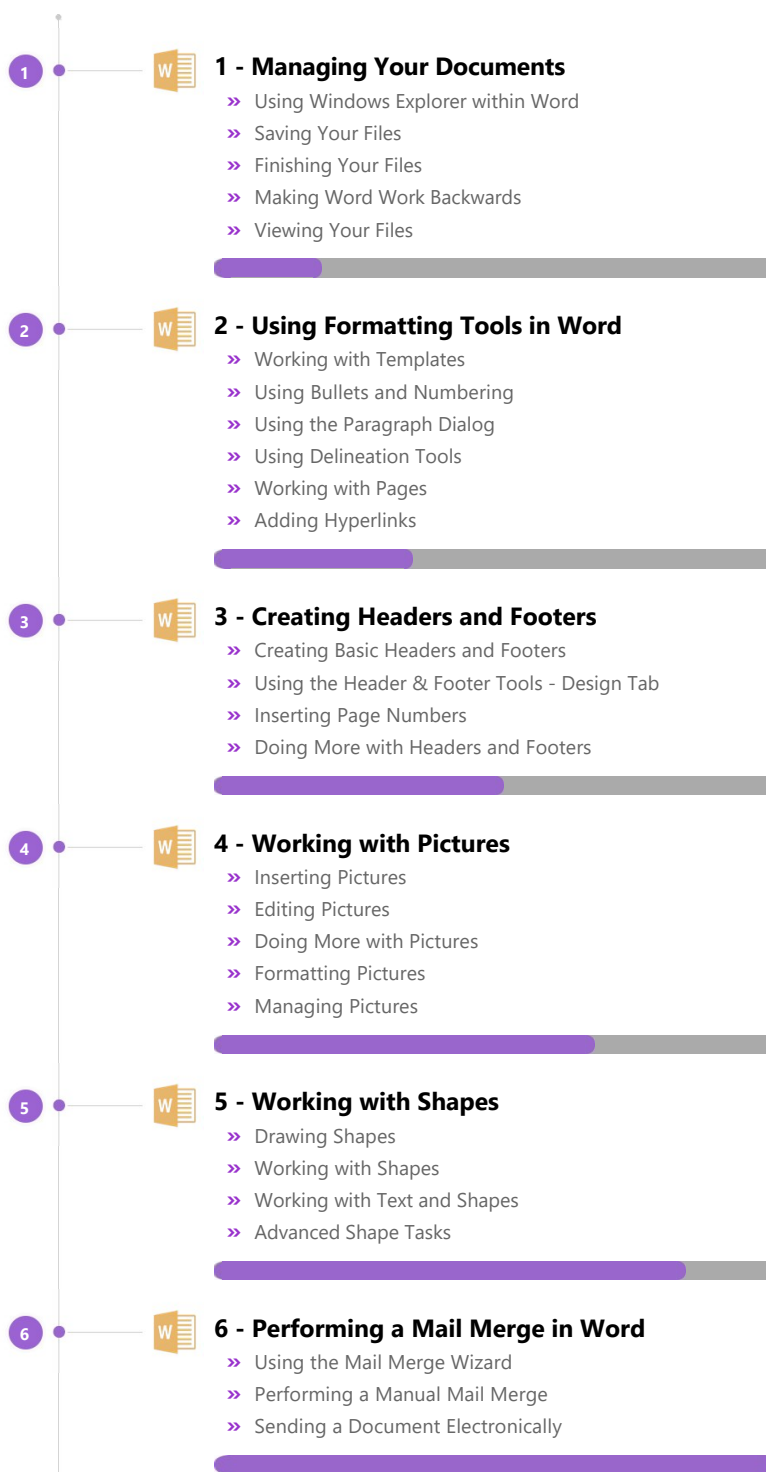
Users with a basic understanding of Microsoft Word who want to consolidate and expand on their knowledge of the basic features in a short space of time.

CPD accredited course



This course is CPD accredited, which means that not only has it been rigorously assessed in terms of content and quality by the CPD, but you have learning options (see below) to get your own official CPD certificate.

Course content for Microsoft Word 2013/2016 Intermediate



And There's a Great Workbook...

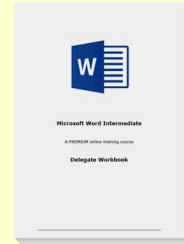
The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

The course comes with a great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on



More about the ZandaX Microsoft Word 2013/2016 Intermediate course

Getting Your Documents to Do You Justice

For many people, the documents they create in Microsoft Word are going to be seen by others. So whether you're creating them on behalf of an organization, or for yourself to send to other people, you want them to be as high quality as possible.

This course looks at how to manage your documents, before moving on to making them look professional by using formatting, headers and footers, pictures and shapes.

It then shows you how to perform a mail merge for sending documents out in bulk; if you do this, this module alone will pay for the cost of the course many times over.

By the end of this course, you'll be able to use Word to an impressive standard, doing more with it, and in a shorter time, than ever before.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.

The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. You also get interactive content, a comprehensive workbook, with exercises and a course certificate as evidence that you have invested in your skills as part of your professional development.

View this course online

Visit our website at www.zandax.com/courses/word-intermediate to view the latest details, including related courses, prices and quantity discounts.

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