



Microsoft Word Advanced

The course is aimed at those participants who have spent considerable amount of time using EWord and need to incorporate work from other products. It is also for those who wish to automate and apply shortcuts to their work. A sound knowledge of Microsoft Word is necessary.

This course will provide instruction on;

- ◆ Mail Merge
- ◆ Forms
- ◆ Master Documents
- ◆ Footnotes & Endnotes
- ◆ Indexes
- ◆ Table of Contents
- ◆ Bookmarks
- ◆ Cross References
- ◆ Document Revisions
- ◆ Macros

This is a full day course, running from 9:00am to 4:00pm with refreshments and all training materials supplied.

Limited spaces are available in each session, so please book early to ensure your place.

Investment: \$345 per person

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