



Microsoft Word Intermediate

This course is aimed at those who wish to build on their basic Microsoft Word skills and gain further knowledge on some more advanced features.

This course will provide instruction on;

- ◆ Sections & Columns
- ◆ Formatting Tables
- ◆ Styles & Building Blocks
- ◆ Headers & Footers
- ◆ Working with graphics
- ◆ Templates

This is a full day course, running from 9:00am to 3:00pm with refreshments, and all training materials supplied.

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

Investment: \$245 per person

Limestone Coast Solutions
110A Penola Road, Mount Gambier SA 5290
Phone: 08 8723 6337
hello@lcsolutions.com.au
www.lcsolutions.com.au

