



Basics	<input type="checkbox"/>
Next Steps	<input type="checkbox"/>
Further Skills	<input checked="" type="checkbox"/>

IT Skills – Advanced Word Processing using Microsoft Word

Course Code: CTO49

This hands-on course is for confident users of Microsoft Word. It introduces more advanced use of the software as a business tool and will help delegates create more effective business documentation. Exercises involve realistic scenarios, as well as discussion of related themes. Delegates develop advanced skills that will optimise business documents and assist with mail shots and report writing.

Course at a glance

- Recap of basic and intermediate skills
- Creating and structuring long documents
- Creating watermarks
- Creating structure diagrams
- Working with Mail Merge to produce mailings
- Use footnotes, bookmarks and endnotes
- Introduction to the use of macros
- Course assessment and review

	At Brandon Training Centre	On-site
Duration	1 day	1 day
Cost	£140 + VAT	£1,600 + VAT per day for on-site trainer
Minimum number of delegates	1 – attending an Open Course Booking	8
Maximum number of delegates	20	20
Certification	Brandon Training Certificate with Training ID Card. Records are available to view on-line	

Note: All pricing is based on Per Delegate rates unless otherwise indicated. For more information or to book a training date, please contact the Training Team on: 01179 718 555 or www.brandontraining.co.uk