

# Word Processing

Courses available using Microsoft Word 97, 2000, XP, 2003 and 2007.

- . One day course
- . Bite-size sessions

## **Intermediate—Level 2**

- . Create new documents and insert text
- . Proof and print documents
- . Format text, paragraphs, tabs & lists
- . Manipulate text and organise pages
- . Enhance the layout of documents
- . Manage tables and columns
- . Use objects, graphics, charts and diagrams
- . Use review, comments and references
- . Use hypertext and link documents