

Word Processing

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

- . One day course
- . Bite-size sessions

Advance—Level 3

- . Modify tables and manipulate data
- . Manipulate graphics
- . Insert charts and objects
- . Customize settings, toolbars and menus
- . Format paragraphs and documents
- . Create macros
- . Use mail merge
- . Create and use forms securely
- . Use references, indexes, tables and summaries