

Intermediate Word



This two day workshop is designed for business users who wish to become familiar with Microsoft Word and its functions to create professional documents and reports.

Workshop Content:

- Formatting Text
- Using Symbols & Special Characters
- Using Borders
- Inserting Fields
- Formatting Paragraphs
- Working with Bullets
- Create Tables and Columns
- Applying Page Borders
- ◆ Page & Section Breaks
- ◆ Using Headers & Footers
- ◆ Creating Foot Notes & End Notes
- ◆ Working with Multiple Documents
- ◆ Creating Templates

Requirements:

- ◆ Workshops are run in-house
- ◆ Workshops are run with a minimum of 6 people
- ◆ Delegates require their own laptops with MS Word 2007 / 2010 already loaded.

Duration: 2 Day

Fees:

R2300 per person excluding VAT
(Gauteng)

R2900 per person excluding VAT
(KZN)

R3300 per person excluding VAT
(Cape Town / Port Elizabeth)

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