



Intermediate Word 2016

OVERVIEW

If you have some Microsoft Word experience and skills and would like to further improve your skills and productivity, then this 'Intermediate Word' course is for you. This course extends on the basics of Microsoft Word 2016 and helps you create more complex and varied documents. Existing skills and knowledge are enhanced by covering more complex aspects of formatting, pictures, tables and lists, and introduces new features such as merging, sections and styles. Upon successful completion of the course, you should be able to work with tables, create drawings, perform mail merges and improve your productivity with a range of automation features.

LEARNING OUTCOMES

- Formatting pictures
- Tables and lists
- Merging, sections and styles.
- Create drawings
- Perform mail merges
- Improve productivity with a range of automation features

COMPULSORY UNITS

NA230 Intermediate Word 2016

SELECTABLE UNITS

Additional selectable units may apply.

CERTIFICATION

By successfully completing this course you will receive a Statement of Attendance.

AQF CODE	N/A
COURSE CODE	NA08WORD
COURSE TYPE	Short Course

CAREERS

This course is designed to help you extend your skills for an existing role, for home use, or to validate your Microsoft Office skills to assist in gaining employment.

DELIVERY METHODS

- On-campus – The majority of teaching and assessment is conducted on-campus

LOCATIONS

- McKoy Street, Wodonga Vic (Main campus)

DURATION

1 session (3 hours)

DELIVERY SCHEDULE

Our Microsoft Training courses will be running again at Wodonga TAFE in 2019. Please contact us to register your expression of interest and we will keep you updated with course dates and times.

REQUIREMENTS

There are no formal entry requirements for this course, however this course is primarily designed for people who already have some Microsoft Word experience and who wish to improve their skills and productivity in MS Word.

FEES

Fee For Service \$99.00 (Tuition \$99.00, Materials \$0.00)

FEES ADDITIONAL INFORMATION

The student tuition fees published are indicative only and can be subject to change given individual circumstances at the time of enrolment.

HOW TO APPLY

Apply via the 'Enrol and pay online now' button in this course information page. If the course is not available for online application, you can submit your enquiry via the online form below. Alternatively, please feel free to contact our friendly customer service team on 1300 69 8233 or email info@wodongatafe.edu.au

WHEN YOU CAN ENROL

Please register your expression of interest and we will keep you updated with course dates and times if they become available.