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Who Should Attend
This Word Processing

Training? Highly
recommended for
individuals with the
basic understanding of
Microsoft Word and
wishes to be equipped
with intermediate skill
sets in the programme.

Pre-requisite. An
understanding of MS
Word 2010/2013/2016

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Basic would be an
advantage.

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should have a good working knowledge and understanding of the concepts covered in the Introduction course. ...

The development team here have many years of training industry experience, ...

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Microsoft Word 2013™
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Book 2 Online
(Level 2) Contents ... IT
Training . 1

Introduction The aim of this document is to teach you how to get the most out of Microsoft Word for everyday tasks. In particular, it shows you the best way to write something like an essay. It

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Microsoft Official
Academic Course
MICROSOFT WORD
2016

There hasn't been an
official printed manual
for Word for many
years, but the Quick
Start guide Desiree
pointed you to will get
you started. Other

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Microsoft (and third-party) articles cover many other specific Word features, both in Word 2016 and in other versions.

Microsoft Word
Intermediate Training
Manual (e-book)
This Microsoft Word
training course is
designed for those users
who wish to improve

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their current knowledge of Word and take advantage of the more complex features. You will be able to divide a document into sections and columns, to format tables and populate them with data directly from Excel spreadsheets.

Microsoft Word 2013
An Intermediate Guide
Microsoft Word

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Manual has been
designed to provide
examples of how to
create and control Word
documents. All
examples demonstrated
in the book have been
produced as “ Step by
Step ” visual examples,
with each example
explained using easy to
follow skill descriptions.

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This class goes a little
further within Microsoft
Word. Although still
basic taking you step by
step. Want to see other
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STARTING WORD

2016 Microsoft Word is a word processing tool for creating different types of documents that are used in work and school environments.

The appearance of Microsoft Word 2016 is similar to Word 2010 and Word 2013, but with more enhanced features. It contains a customized Office

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Word 2016 ...

Learning Outcomes -
Microsoft Word 2016
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Course This training
course covers the
intermediate functions
and features of Word
2016. Delegates will be
able to create, modify,

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enhance and print a
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documents using their
newly acquired skills.

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MLA paper with
citations and a
bibliography. Footnotes
in Word 2013. Make the
switch to Word 2013.
Mirror margins in Word
2013. Resumes in Word

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users with skill development in many of the primary functions of Word 2016 such as formatting tasks and paragraphs, understanding the interface, using styles, editing, sharing and more.

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