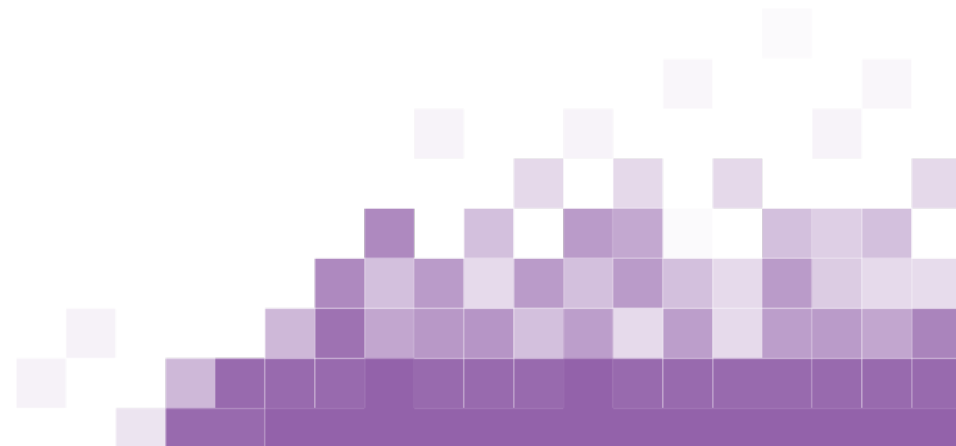


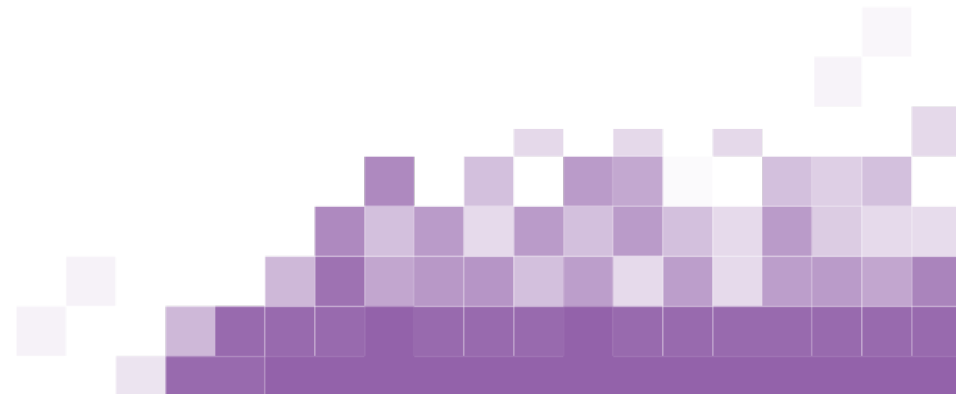
Intermediate Word



Course overview

Intermediate Word

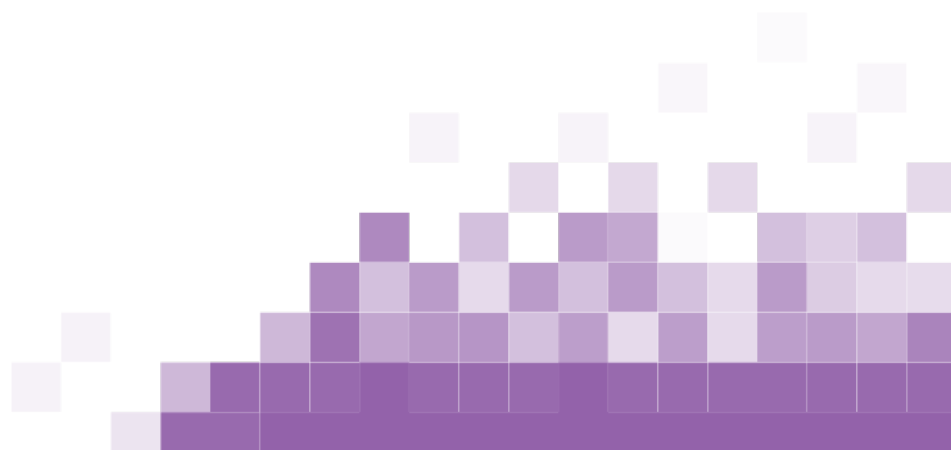
- Working with sections and Columns
- Formatting Tables
- Working with Headers, Footers and Graphics
- Using the Mail Merge Facility





Overview of Word

- Word is the industry standard word processing application
- With hundreds of built in features
- Information can be represented in a variety of formats using built in tools



Feedback Surveys



**Please spend a moment filling in (online)
our feedback form, by going to:**

End of course Learner survey

<http://www.smartsurvey.co.uk/s/WordInter/>

End of session Trainer survey

<https://www.smartsurvey.co.uk/s/Trainerendofsessionfeedbackv2/>

