



IAA39 Microsoft Word Intermediate Skill Set

National ID: IAA39 | State ID: IAA39

About this course

Develop your skills in Microsoft Word 2013 with this intermediate level course.

Participants will learn how to produce more intricate and varied documents.

This course covers:

- Word options for easy access to files and information
- Enhancing text and paragraphs using formatting features
- Using tabs and numbered lists
- Creating enhanced tables
- Use timesaving features
- Styles and templates
- Headers and footers
- Working with themes
- Mail merges

In order to enrol in this skill set course, participants must have completed Microsoft Word Introduction, or have a basic understanding of it's functions.

Skill Set Pathways

Microsoft Word Advanced

Off campus delivery - Onslow - 2 December, 2019

Date: Tuesday 3 December

Time: 8:30am - 4:30pm

Where: Upstairs at The Beach Resort, Cnr Seond Avenue & Third Street Onslow

Contact: Onslow Chamber of Commerce to enrol: 9184 6182

Overview

Semester 2, 2019

Karratha Campus - 23 October, 2019



Duration: **1 Day**



When: **Semester 2, 2019**



How: **Face-to-face classroom delivery**

Units

This is a suggested study plan. North Regional TAFE offers a variety of alternative units, and packaging rules apply to these selections. Your unit options will be discussed with you prior to enrolment.

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Core

National ID	Unit Title
BSBITU313	Design and produce digital text documents

Fees and charges

North Regional TAFE's **indicative fees for 2019** are available [here](#). These fees are indicative for local students enrolling full-time in Government-funded courses. Fees are calculated based on individual circumstances at the time of enrolment. Concessions for eligible certificate I - IV level courses, annual fee caps and other charges may apply.

For more information, please click [here](#).

VET Student Loans

VET Student Loans is an income contingent loan support available to eligible students studying a diploma level or above qualification. For more information, please click [here](#).

International student fees

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students. Please visit the [TAFE International WA website](#) to confirm available courses and fees. Tuition fees are paid through TIWA.

Please note, fees are subject to change.