



Microsoft Word Intermediate Skill Set

State ID: IAA39

About this course

Your health and safety is important to us.

Spaces are limited in face-to-face classes to adhere to social distancing guidelines. Additional hygiene protocols will be implemented and other controls may apply. Students must follow the directions of the lecturer to ensure the health and safety of all students and teaching staff.

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 its functions.

Skill Set Pathways

Microsoft Word Advanced

Overview

Semester 2, 2020

Broome Campus

-  Duration: **1 Day**
-  When: **6 October, 2020**
-  How: **Distance learning**
-  Fee: **Full fee: \$255.80
Concession: \$85.30**

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