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Dacorum Communities for Learning



Further MS Word

This course is aimed at those who have a previous experience of using Word or have attended our Basic Word course. Learners will be introduced to some further features of MS Word.

At the end of the course, learners will be able to:

- Use Headers & Footers
- Create a Letterhead and save it as a Template
- Use the Word Count feature
- Use the Find, Go To and Replace features
- Insert Bookmarks
- Apply Watermarks
- Use page numbering and page breaks
- Insert and format tables
- Insert & Delete Rows & Columns
- Merge Cells
- Convert Text to a Table and vice-versa
- Insert bullet points and nested bullet points
- Create simple diagrams using shapes

You will need to bring a USB stick with you to the course. At the end of the course you will be provided with additional self-learning materials on your memory stick.

You should let us know of any additional support you may require, when booking this course.

Tel: 01442 251930 to book