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## **Microsoft Word Intermediate Course**

### **Course Duration**

1/2 Day (Approximately)

### **Time**

09.00 – 14.00 or  
11.00 – 16.00

### **Course Description**

Microsoft Word is the world's leading word processing package and part of the Microsoft Office Suite. Word makes common word-processing tasks simpler with its built-in intelligence. By recognising what you want to do, Word quickly produces the results you need, so you get more done in less time. You can create a simple memo to a large full-scale health and safety handbook and anything in between.

### **Course Benefits**

The course will provide delegates with:

- ∞ Using Word to make booklets with index pages and cover sheets
- ∞ More productive workflow in the work environment
- ∞ Make the best of shortcuts in Word and use tools and features better

### **Course Objectives**

Upon successful completion of this course, delegates will have covered:

- ∞ Creating bulleted or numbered lists
- ∞ Enabling Tables and formatting
- ∞ Inserting graphics into Word
- ∞ Page Layout options
- ∞ Creating cover pages and index pages

### **Prerequisites**

Delegates should have a basic understanding of Microsoft Excel, two screens hopefully with MS Excel installed.

### **Locations**

Generally Delivered via Teams or Zoom

In-House at client's premises, by prior arrangement.  
At training facilities in Dunfermline, Fife

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