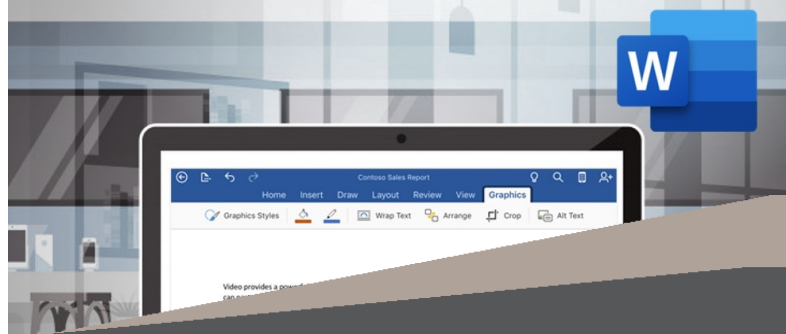


MS Word 2013 (E-Learning Course)



R 995 Ex VAT



Course time: 382min



License valid for 14 days

About the Course

This course will demonstrate step-by-step how to use Microsoft Word to create different types of documents, cutting, copying and pasting, saving different documents, line spacing, working with tabs, proofing, editing, printing envelopes and labels, formatting backgrounds and working with graphics, columns, margins, tables and mail merge, themes and styles, bullets and lists and indexes and table of contents.

Who Should Attend

This course is for anyone who wants to use Microsoft Word to create and edit documents.

Modules That Form Part of the Course

MODULE NAME	ABOUT THE MODULE	MODULE DURATION
Start Using Word	This instructional course will walk you through the basics of Microsoft Word. Word is super easy to use and you can create all sorts of documents. This course will show you how.	20 Minutes
Word 2013 Basic	You've got, or are getting Microsoft Word 2013. You've never used it before, and you don't know where to start. Never fear! This course will help. If you need to transfer some words from your brain onto your computer, Word is the software to do it with. Aptly named, it's one of the best known pieces of word processing software that exists. Because of that, you might feel everyone's born knowing how to use it. Not true. So don't worry. This course will help you if you're using it for the first time, if you're just unsure, or you'd like to brush up on the basics. Check it out.	143 Minutes
Word 2013 Intermediate	Practically everyone's used Word before. But maybe you've not used the 2013 version before. Maybe you have, but think there might be more to it. Either way, we're here to help. Word 2013 is like a coral reef. Beautiful, obviously. But also treacherous if you're not careful. With loads of nooks and crannies to explore. And if global warming keeps going the way it's going, soon we won't have it anymore. Probably. This course is like a treasure map for the reef, wrested from a grizzled pirate in a musty, wooden tavern on Tortuga. It'll help you get the most out of the software while you're using it in your job, basically.	136 Minutes
Word 2013 Advanced	You've been around the Word. You know Word like back of your hands. The hands you use to use Word. But what if you're missing something that could make you better? Find out here. It never hurts to brush up on your skills. Even on things you consider yourself an expert. That's what this course is all about. Helping you get even better at the things you're already good at. Assuming some prior knowledge of the Word 2013 platform, it'll dive a little deeper into the program, helping you figure out all the nuances that make it so lovable. You can then use your new knowledge to help you work even more efficiently. Win-win!	83 Minutes

Please note that this course is made up of a series of short modules, and is not an exhaustive, in depth look at this topic.



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