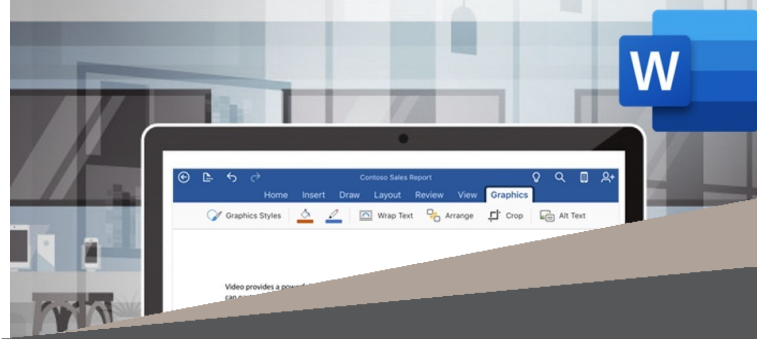


MS Word 2016 (E-Learning Course)



R 995 Ex VAT



Course time: 290min



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 2016 Basic	Microsoft Word is a word processing software. Well, if we're getting real, it's THE word processing software. And it's more than likely the only one you need to know about. This course will start at the very basics. We'll introduce you properly. You'll shake hands, you'll say your names, you'll tell each other an interesting fact about yourselves. Then, we'll show you how to create, save and share documents. There's no better time than now. Or perhaps you're just moving to the newer Word 2016, and could do with a little knowledge update. Either way, we've got you covered.	45 Minutes
Word 2016 Intermediate	Word has been around a while. Rumour has it, cavemen used MS Word for their hieroglyphics. They emailed the documents to each other. What, you don't believe us? Okay, we made that up. But if cavemen were still around, they'd use Word. So, what we're saying is, Word is the absolute universal standard software for writing and sharing documents. If you need to write, edit, and send anything, it's a vital piece of software to know properly. So, if you already have a basic grasp on the software and would like us to advance you a few steps forward, jump on-board our course. We'll	115 Minutes
Word 2016 Advanced	You know MS Word. We know you know it. It's the 21st Century, you understand technology. You're already writing and sharing documents. Easy Peasy. But, do you know the more advanced functionality? Do you know the deeper bits of Word 2016? Have you discovered the deep depths? Hey, it's okay. We're not judging. But we can help. Imagine Word is an ocean. You may already be happily coasting in a paddleboat. Fine. The weather's nice. But why don't you jump in our submarine, and plummet to the bottom with us? I think we've made our point...	110 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.



(011) 454 5505



info@arcskills.co.za



www.arcskills.co.za / www.cbmtraining.co.za