



Microsoft Word Advanced



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🕒 1 day 📍 Live Online 💰 \$ 470

This advanced-level Microsoft Word course is designed to teach you how to enhance your document creation and formatting skills to produce high-quality, professional documents efficiently.

You'll learn to leverage advanced features of Word, including automation tools, macros, collaboration tools, and complex document design.



Discover more at
swi.nu/95vha

Course highlights

- optimised formatting
- creating forms
- mail merge and hyperlinking
- macros.

Who should attend?

This course is for professionals who want to learn advanced Microsoft Word skills that can be applied at work.

Learning objectives

Through this course you'll develop the following skills and knowledge:

- advanced styles and templates
- enhanced tables and graphics
- complex document organisation
- automation with macros
- collaboration and version control
- professional design techniques.

What you can expect

- a workbook to keep
- learning alongside professional peers, enhancing your network
- the immediate knowledge and confidence to implement your new skills.

Pre-course work

There are no pre-requirements for this course.



Microsoft Outlook

The Swinburne Edge difference

Swinburne Edge is a division of Swinburne University that exclusively services professionals. We offer professional development to people with existing skills and experience, who are ready to upskill or formalise their skills for their next career stage.




Immerse yourself in a Swinburne Edge short course or qualification to enhance your current knowledge with accelerated, practical learning that gets you to your goal faster.

For further information, contact our Continuing Professional Education Advisors on [1800 633 560](tel:1800633560) or edge@swinburne.edu.au.





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