Microsoft Word Intermediate

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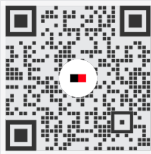
🕐 **1 day** 📍 **Live Online** **$ 470**

Take your Microsoft Word skills to the next level with our Microsoft Word Intermediate short course.

You'll learn how to create more professional documents utilising essential tools within Word.

Through hands-on exercises and expert instruction, you'll gain the confidence to produce professional-quality documents efficiently.

You'll be able to create templates for memos, reports and letterheads for your organisation. This will enable you to create complex documents in an efficient manner. Plus, learn how to create form letters addressed to multiple recipients utilising mail merge techniques.

Discover more at swi.nu/c6wit

Course highlights

- creating shortcuts
- formatting tables
- formatting templates
- creating a mail merge using a data file
- creating/modifying styles.

Who should attend?

Designed for users with basic Microsoft Word proficiency.

Learning objectives

Through this course you'll develop the following skills and knowledge:
- efficient editing and formatting
- document automation
- proofing and productivity
- data management.

What you can expect

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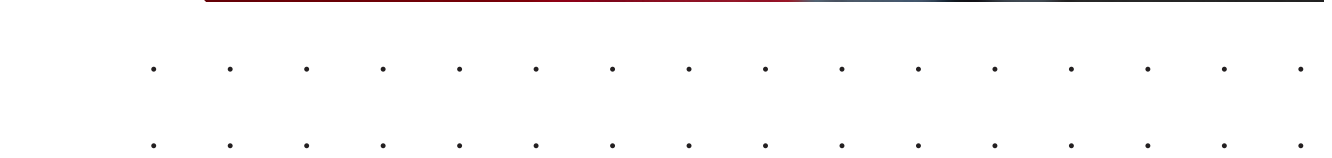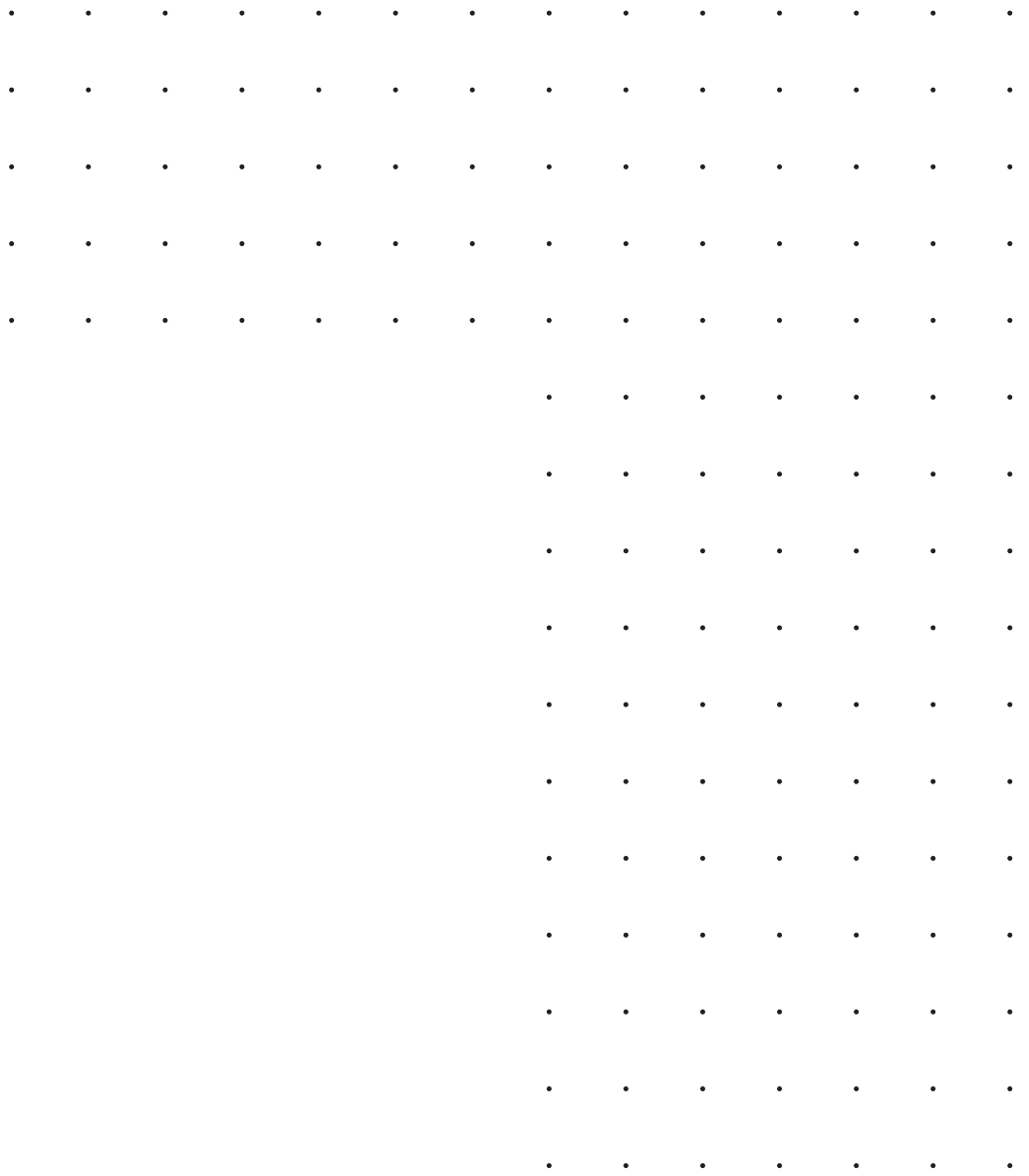- the immediate knowledge and confidence to implement your new skills.

Pre-course work

There are no pre-requirements for this course.

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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 or edge@swinburne.edu.au.

Contact us

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