



## Guided Learning Advanced Microsoft Word

This course aims to give you the skills to use the advanced functionality within Microsoft Word. By choosing to use Guided Learning, you will be able to study at your own pace and at your own convenience. There are qualified trainers on hand to provide support and guidance. You can opt to study at either Newbury College, or at the Business Centre at Calcot to complete the course

### Course duration

You should aim to study for a minimum of four hours per week. There are thirty study hours required to complete the course and these should be undertaken to achieve completion by the date stated at enrolment (three months).

- advanced features for mail merge
- macros
- advanced printing functions

### Course style

Flexible learning which enables you to study at your own pace. Qualified trainers are available to support and guide you.

### Who should attend?

You will need to be a competent user of Microsoft Word at intermediate level. Please call the IT Centre at either location to discuss whether this course is the right option for you.

### Course assessment

There are ongoing course exercises throughout the course. You will have the option of completing the formal assessment at the end of the course for the ECDL Advanced Word Processing certificate.

### Course content

- advanced editing – text, paragraphs, templates and collaborative editing.
- layout – master documents, table of contents, sections and columns
- document organisation – referencing, field codes, footnotes and security
- advanced document elements for tables, forms, text boxes, spreadsheets, images and captions

### Course fee

The cost of the course is £245.

The exam registration fee for the ECDL Advanced Word Processing certificate is additional £38.00,

To study these courses at

Calcot – call 01189 427040 or email [j-silcock@newbury-college.ac.uk](mailto:j-silcock@newbury-college.ac.uk)

Newbury College – call 01635 845405 or email [j-eley@newbury-college.ac.uk](mailto:j-eley@newbury-college.ac.uk)

