



## Guided Learning Intermediate Microsoft Word

This course will equip you with the fundamental and intermediate skills to use Microsoft Word on a daily basis in the workplace. 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. To complete the course, ten study hours are required over a period of five weeks. You should undertake to complete the course by the date stated at enrolment.

### Who should attend?

Please call the IT Centre at either location to discuss whether this course is the right option for you

### Course content

- create and insert text in a Word document.
- format text in a document.
- send and save files in Word.
- manage and organise documents.
- format and proof a document.

- enhance a document with drawing objects, charts, clip art, graphics
- create a mail merge

### Course style

Through flexible learning which enables you to study at your own pace. Qualified trainers are available to support and guide you through the learning process.

### Course assessment

There are ongoing exercises throughout with a practical assignment at the end of the course,

### Course fee

£65

To study this course 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)

