

Microsoft Word 365 – Intermediate

½ Day [3hrs] Hands On Training Course

Designed for **current users** of Microsoft Word 365, this session covers some simple automation in Word and more advanced tools such as section breaks & columns. This course is also valuable to benchmark and ensure teams all have a mid range level of skills with Microsoft Word 365.

Requirements

This session is best run hands on with participants utilising a computer

What You Will Cover:

- Review of Basic topics – Format Painter, Show/Hide, Indents & Tabs, Basic Tables, Inserting a Cover page
- Setting up and using Autocorrect
- Setting up and using QuickParts
- Advanced Headers & Footers
- Sections & Columns
- Multi-level bullets & numbers