

MICROSOFT WORD INTERMEDIATE LONG DOCUMENTS AND MAIL MERGE

When it comes to word processing, Microsoft Word is probably the most widely used application in the business world. A host of easy-to-use tools enable trained users to create professional documents with ease in a matter of minutes. Our workshops will show users that Microsoft Word's capabilities extend far further than simple document layouts.

This workshop is for people working with long reports who want to be able to apply consistent formatting, page numbers, produce newsletters and send mail shots.

Do I need any experience?

Yes, a working knowledge of Word is essential.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What will I gain from this course?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses.

What are the specific details of this course?

Price	£135.00
Duration	One day

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

www.northbrook.ac.uk/BusinessSolutions

How do I enrol or get further information?

For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ business.solutions@nbcoll.ac.uk

🌐 www.northbrook.ac.uk/BusinessSolutions

📍 Business Solutions @ Northbrook, 17 Liverpool Gardens, Worthing, West Sussex, BN11 1RY



What will I learn on this course?

This workshop will cover:

Formatting

- > Page Set up, character and paragraph formats, tabs
- > Applying and modifying bullets and numbering characters and styles
- > Applying and modifying borders and shading to paragraphs, text, pages

Tables

- > Creating and inserting a table
- > Adding and editing text, working with rows and columns, borders and shading
- > Merging and splitting cells
- > Auto formatting and custom formatting
- > Converting tables to text / text to tables

Inserting and modifying Objects

- > Inserting ClipArt and Picture Files
- > Aligning and arranging horizontal and vertical distribution and alignment of objects
- > Text wrap and Text Boxes

Mail Merge

- > Creating a main document (standard letter)
- > Creating a list of recipients
- > Merging a main document and data source
- > Sorting and Filtering
- > Printing standard letters, envelopes and labels