

Microsoft Word Course Outlines

Introduction

Course duration = 1 day

Pre-course requisites

Delegates should have:

Understanding and some experience of general computer use (keyboard and mouse)

No Word experience is necessary or assumed

Improver

Course duration = 1 day

Pre-course requisites

Delegates should have:

Reasonable experience of general computer use and of most of the topics in the Introduction course

Intermediate

Course duration = 1 day

Pre-course requisites

Delegates should have:

Attended an Introductory or Improver-level course

OR

Have reasonable experience of most of the topics in the Introduction course

Advanced

Course duration = 1 day

Pre-course requisites

Delegates should have:

Attended an Intermediate-level course

OR

Be confident in applying most of the topics in the Introduction and Intermediate courses

Course outlines are currently under revision please [contact](#) us to discuss your requirements