



Ayre's-N-Graces Pty Limited

t/a **CTC** Customised Training & Consulting

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Microsoft Word

✓ Step 1 – Select Product

Application – Microsoft Word

Platform – Microsoft Windows

Versions – 2013, 2016, 2019

Level – 1,2,3,4

Location – Client site

Prerequisites:

- Basic Keyboard Skills
- Basic Computer Skills

What do you get:

- ☒ Experienced & qualified facilitator
- ☒ Targeted course outline
- ☒ Printed Courseware
- ☒ Electronic Certificate
- ☒ Digital Badge for LinkedIn profile
- ☒ Free 6 month email support

✓ Step 2 – Select Topics

Topics

Level 1

- ☐ Getting Started
- ☐ Saving Files
- ☐ Editing Text
- ☐ Format Text
- ☐ Format Paragraphs
- ☐ Format Documents
- ☐ Spell Checking
- ☐ Printing

Level 2

- ☐ Styles
- ☐ Using Find and Replace
- ☐ Quick Parts

- ☐ Bullets and Numbers
- ☐ Tables
- ☐ Borders
- ☐ Symbols and ASCII/ANSI characters
- ☐ Illustrations

Level 3

- ☐ Views and Master Documents
- ☐ Section Breaks
- ☐ Columns
- ☐ Headers and Footers
- ☐ Bookmarks and Cross Referencing
- ☐ Templates and Forms
- ☐ Mail Merge

Level 4

- ☐ Document Protection
- ☐ Tables of Contents and Figures
- ☐ Create an Index
- ☐ Footnotes and Citations
- ☐ Track Changes
- ☐ Macros

✓ Step 3 – Contact CTC

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Based on your chosen Product and Topic selection, our expert team will advise the appropriate course length to cover your custom content and best delivery style to suit your needs. Three simple steps and you have a course tailored to you!