



Eat the Elephant **'Helping people achieve the objective'**

Essential Management Development skills

Microsoft Word – Intermediate Level

Who is it for ?

Managers, Team Leaders, and team members who need to deliver through using Microsoft word application.

What is it about and what will it do ?

This course has been designed for existing users of Microsoft Word, or those that have attended the Microsoft Word Introduction training course, who wish to explore the application further.

Typical Objectives

Development of intermediate skilling relative to Microsoft word application.

Indicative Outline Content

- **Tables**
- **Working with paragraphs**
- **Borders and shading**
- **Headers and footers**
- **Drawing**
- **Formatting**
- **Mail merging**
- **Numbers and bullets**

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