

Advanced Word (Part-Time: Online Delivery)

Advanced Word

Course Content:

- Create and modify templates
- Using and merging different documents
- Use tables, forms, and columns to organise information
- Create and use contents pages
- Create and use Marcos
- Advanced document formatting

Entry Requirements

None

Career Prospects

Advanced Word this course introduces the learner to macros, merging of documents and advanced formatting

Assessment

Observations and Portfolio work

STUDY MODE

SC

LOCATION

Newtown College - 0330 818 8100

COURSE LENGTH

4H

Coleg Afan
Coleg Bannau Brycheiniog
Academi Chwaraeon Llandarcy
Canolfan Ragoriaeth Adeiladwaith Maesteg
Coleg Castell-nedd
Coleg Y Drenewydd
Coleg Pontardawe
Canolfan Adeiladwaith Abertawe

Afan College
Brecon Beacons College
Llandarcy Academy of Sport
Maesteg Construction Centre of Excellence
Neath College
Newtown College
Pontardawe College
Swansea Construction Centre



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