

Intermediate Word (Part-Time: e-Learning)

Intermediate Word

Course Content:

- Paragraphs, alignment, and justification
- Line spacing
- Tables
- Borders and shading
- Tabs, stops and indents
- Page numbers, headers, and footers
- Bullets and numbered lists
- Adding Pictures
- Dictionary and Thesaurus

Entry Requirements

None

Course Modules

Intermediate Word This is a step up from the Level 1 and covers more advanced topics in formatting different documents

Assessment

Observations and Portfolio work

Additional Costs

None

STUDY MODE

PT

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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LOCATION

Newtown College - 0330 818 8100

COURSE LENGTH

2D

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