

Intermediate Word (Part-Time)

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

Career Prospects

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 Coleg Castell-nedd Coleg Y Drenewydd Coleg Pontardawe Canolfan Adeiladwaith Abertawe

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





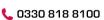




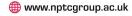
























LOCATION

Newtown College - 0330 818 8100

COURSE LENGTH

2D

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