

Training Provider	Learn Skills	Assessment	Quizzes & Final Exam
Location	learnskills.org	Qualification	Certificate of Completion
Method	Asynchronous Self-paced	Eligibility	Open
Cost	50 EUR		

This course takes students from creating and basic formatting of documents to advanced document management. The course covers all exam objectives for the Microsoft Word Version 2003 Specialist Certification. The course begins with the basic features of Word 2003. You create, edit, and save documents, manipulate and format text and paragraphs, find and replace text, and use proofing tools. Next, the intermediate features of Word 2003 are covered. You will learn to use templates; work with graphics; use advanced formatting; use headers, footers and styles, use columns; create and use tables; format tables. You finish the course by exploring basic collaboration features such as editing tools and merging documents; and will also use the charts feature.

This e-learning course is suitable for self paced learning, distance learning and blended learning. This is an online training course and uses high quality multimedia with audio to fully engage the user.

Partner

InfoSource Learning is a recognised leader in online training.

Related Courses



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