WORD101

Microsoft Word Essentials

Develop your confidence in navigating your way around Microsoft Word.

Microsoft Word is used all over the world and is an incredibly powerful business tool. Most users only access a fraction of its abilities, but even at a basic level it can be daunting with all its menus and options.

Our WORD101 course is designed to simplify the fundamentals of Word to make you incredibly comfortable navigating around it. Our hands-on course will guide you through designing beautiful dynamic documents for your business.

Webinar Overview

- Navigate your way around Microsoft Word
- Formatting texts and paragraphs
- Working more efficiently
- Managing lists
- Adding tables
- Understanding and using shortcuts
- Inserting objects, graphics, and references
- Controlling page appearance
- Preparing to publish a document
- Manipulating images
- Automating repetitive tasks with macros
- Using custom graphic elements
- Collaborating on documents
- Reviewing documents
- Adding document references and links
- Preparing to publish a document
- Using forms to manage content
- Managing documents
- Managing mailings
- Managing, modifying, and securing documents

Visit our website for upcoming seminars or to book an in-house session

Webinar Cost

Webinar
$149 + GST each

PO Box 360 Southport BC QLD 4215

1300 07 55 11

education@carecfo.com.au

www.carecfo.com.au

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