



Accredited Course

# Intermediate Word

Utilising Windows XP –  
Microsoft Office Suite 2007

This course aims to develop your basic Word skills to the next level or higher. This intermediate course will challenge you to create professional documents with the application of the more advanced formatting and functions features.

Murray House Resource Centre has tailored this course against National Competency Standards in Business Services II (BSBITU202A) to give accreditation.

This is an intensive one day course designed for professional administrators or administrators wanting to up-skill. Intermediate level courses are required for most administrative government and non-government positions.

**Time:** 9am to 3pm

**Cost:** \$130.00

**Support Materials:** All participants will receive a course based manual & exercise disc to support the training.

**Course Prerequisites:** Computer literacy & sound understanding of basic Word & computer functions.

**Key Topics include:**

- Page, section and column breaks
- Bookmarks
- Tables - merging & splitting cells
- Customising Toolbars
- Creating new styles
- Hyperlinks
- Macros
- Watermarks
- Shortcut keys
- Table of contents
- Mail merge

A Statement of Attainment or a Participation Certificate  
will be issued upon completion

Murray House Resource Centre  
Registered Training Organisation # 2068