

**To take part on this course you must be aged 19+ and Hertfordshire residents.**

**Course title:** Advanced MS Word Workshop

**Tutor:** Anita

**Course Fee:** £20.00

**Start date:** 20/10/2021

**Day:** Wednesday

**Time:** 18.00-21.00

**Learners per Group:**

This course will have no more than 15 learners.

**Course Requirements:**

Intermediate level of MS Word, if you do not possess these skills please consider taking the Foundational Computing course.

**Benefits:**

- Ideal preparation for the job market or interviews
- Confidence in working with Word
- Ability to work quickly because of this knowledge

**How will I learn?**

This course is taught online. To access these online activities, you will need a tablet or laptop/computer with a microphone and preferably a webcam.

- ✓ You will be sent the details about how to log into your Zoom classroom by email a day before your course is due to start.
- ✓ Course paperwork will be emailed as an attachment and you will be expected to complete and return these via email on a weekly basis.

If you are unable to attend the first 2 sessions, please note your classroom place **WILL** be offered to someone else and other methods of learning will be available to you. If you must arrive late to or leave early from the lesson, please let your teacher know.

**This course will teach you to:**

- **Work with large documents**
  - Adjust paragraph and line spacing
  - Footnotes and endnotes
  - Text in columns; Index
  - Captions
  - Table of content
  - Citations and bibliography
- **Manage Document Revision**
  - Manage tracked changes; Comments
  - Protect a document with a password
  - Convert Word documents (**Transfer, export – PDF, XPS, text, web page, e-mail**)
- **Format and change Styles**
  - Create, modify, delete styles
  - Use the Styles panes

**Progression Opportunities:**

- Functional Skills in ICT
- Employability Courses
- Voluntary Work

**How do I find out if I can get some support for my learning?**

If you feel that you need any additional help and support in your learning, please discuss with your tutor.

**Please be aware course fees are non-refundable.**

For further information, please contact us on:- 01923 816229