



Computer Skills Training

CST-08-MWD2

Course Title

Microsoft Word 2003 Level-2

Course Duration

1 Day

Pre-Requisite

Candidate must have experience of word application and should have a confidence of creating a word document of basic level. Delegates can obtain this level by taking our Microsoft Word 2003 Level-1 course

Course Content

- Inserting, Selecting, Editing, Moving, Deleting, Searching & Replacing
- Formatting Text
- Formatting Paragraphs
- Document Formatting
- Managing Tables
- Drawing Objects (Pictures, Images & Charts)
- Mail Merge
- Printing

Certification

OPS Certification of Word Application

Minimum Delegates Per Course

3

Course Commencing

Available on request

Provider

OPS International Ltd, Manchester

Other Courses

Production Process

Electrical Training

Mechanical Training

Planning & Control

Instrumentation

Driver Training

Health & Safety

English Language Course



Cert No. 6157

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