



MICROSOFT WORD INTERMEDIATE LEVEL(2 DAYS)

BY ELITE INDIGO



Upskill you and your team's Microsoft Skills and Learn how to bring your projects to the next level

Walk away with a list of "quick wins" cases you can use right away in the organization!

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100% HRDF Claimable

Microsoft Word Intermediate Level (2 Days)

• Program Overview

MS Word is a popular word processing program used mainly to build documents such as notes, booklets, legal Documents, Marketing Plan, Business Proposals and many more. Microsoft Word offers other useful and practical tools that make professional business documents easier to prepare. In this intermediate level, you will discover the ingredient behind the success of Microsoft Word. Most of your problems in formatting text, table, pictures and more will be addressed in detail. Plus, you will learn how to make your document appear in multiple columns and manage your documents easily using Building Block

• Course Objectives

By the end of the programme, participants will be able to:

- Explore Advanced Formatting
- Manage Table settings
- Work with Images like a Pro
- Use Sections to setup multiple page formatting
- Control formatting using Styles Formatting
- Convert documents to multiple columns
- Understand Building Blocks

• Preacquisition

- Participants should be able to use a PC at the beginner level
- Basic knowledge and functionality of Microsoft Word
- Microsoft Office 2013 and above

• Duration Two(2) Full-Day Workshop;

Microsoft Word Intermediate Level (2 Days)

• Course Outline

Day 1

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|---------------------|--|
| Day 1 | |
| 8:30 AM | Registration |
| 9:30 AM - 10:30 AM | Advanced Formatting & Picture Manipulation Topic 1, 2 & 3 |
| 10:30 AM - 10:45 AM | Morning Tea Break / Comfort Break |
| 10:45 AM - 12:30 PM | Introduction to Sections and its Magics Topic 4 & 5 |
| 12:30 PM - 1:30 PM | Lunch Break |
| 1:30 PM - 3:30 PM | Table Manipulation (Advanced) Topic 6 |
| 3:30 PM - 3:45 PM | Afternoon Tea Break / Comfort Break |
| 3:45 PM - 4:00 PM | Watermark your document Topic 7 |
| 4:00 PM - 4:30 PM | 1 st Day Debrief / Closing |

Day 2

| | |
|---------------------|--|
| Day 2 | |
| 8:30 AM | Registration |
| 8:30 AM - 10:30 AM | Introduction to Styles Topic 8 |
| 10:30 AM - 10:45 AM | Morning Tea Break / Comfort Break |
| 10:45 AM - 12:30 PM | Create magazine like documents with Text Wrapping Topic 9 |
| 12:30 PM - 1:30 PM | Lunch Break |
| 1:30 PM - 3:30 PM | Create magazine like documents with Columns Topic 10 |
| 3:30 PM - 3:45 PM | Afternoon Tea Break / Comfort Break |
| 3:45 PM - 4:00 PM | Simplifying Document with Building Blocks Topic 11 |
| 4:00 PM - 4:30 PM | 1 st Day Debrief / Closing |

ABOUT ELITE INDIGO

We are dedicated to empowering businesses to achieve their full potential. With a team of seasoned professionals and a wealth of industry experience, we offer tailored consulting services to help organizations overcome challenges and seize opportunities.

WHY CHOOSE US?

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Sharpen your technical prowess from programming, software and more.



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Develop essential interpersonal skills to excel in any professional setting.



LEADERSHIP SKILL

Unleash your leadership potential with our Leadership Skills course



TEAMBUILDING

Understand the dynamics of teamwork, communication, and synergy

