

Advanced training in Microsoft Word –2007



If you spend most of your work day in front of a computer, you probably spend a fair amount of time using Microsoft Word, one of the leading word processors. But do you really know how to use this software?

This advanced Microsoft Word training will provide you with an understanding of the most advanced features of MS Word in order to save your time and increase your productivity

Course Objective

To facilitate professionals to develop skills to create documents and templates within a minimal space of time employing professional formatting techniques, ensuring utmost quality in their work.

For Whom

Professionals who use MS Word application in day to day work.

When

14th & 15th February 2012

Where

CHA Meeting room

Investment

Rs. 8,000 /- (including course material and refreshments)

Registration

By 8th February 2012

Course Contents

- Introduction to Microsoft Word
- Word Basics
- Formatting Text and Paragraphs
- Page Setup
- Printing Documents
- Editing Text with Word Tools
- Arranging Text using Tables, Tabs, and Columns
- Working with Pictures and Graphics
 - Bullets and Numbering
 - Customised Numbering
- Outline Numbering
- Headers and Footers
- Working with Sections and Bookmarks
- Footnotes and Endnotes
- Templates
- Mail Merge
- Exchanging Information — Linking and Embedding
- Word Help

For Registration please contact

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Comments from past participants

- The training was superb and very useful. The trainer conducted the session in a effective mannar. **Fiona Surendran-ChildFund***
- Overall the training was excellent and pleasant- **Emmanuel Assisiyar– British High commission***
- Very useful training. The trainer has really explained the contents well
R Thavaseelan-ChildFund*