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Intermediate  
Training Manual

# Microsoft Word

# Intermediate Training Manual

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**Training Manual**

Microsoft Word

Intermediate Training  
Manual has been

designed to provide  
examples of how to  
create and control

Word documents. All  
examples

demonstrated in the  
book have been

produced as “Step by  
Step” visual examples,  
with each example

explained using easy to

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follow skill  
descriptions.  
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**Microsoft Word  
Intermediate  
Training Manual (e-  
book)**

Microsoft Word 2013™  
An Intermediate Guide  
(Level 2) Contents ... IT  
Training . 1

Introduction The aim of  
this document is to  
teach you how to get  
the most out of  
Microsoft Word for  
everyday tasks. In

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## Microsoft Word

### Intermediate

particular, it shows you the best way to write something like an essay. It

## **Microsoft Word 2013 An Intermediate Guide**

Microsoft Word 2016: Beginners and Intermediate Training is our newest course on Udemy. It guides you through Microsoft Word and looks into the practical application of its

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Microsoft Word  
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numerous  
functionalities.  
Training Manual

**Microsoft Word  
2016: Beginner and  
Intermediate  
Training ...**

Microsoft Word 2013 is a powerful word processing application. This is a hands-on workshop to help University faculty and staff become more proficient with Microsoft Word in creating and editing

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documents. Topics covered include:  
Working with the Ribbon, Accessing available templates, Document formatting, Spell and Grammar

## **Microsoft Word 2013 Fundamentals Manual**

The Certificate of Professional Development in Microsoft Word – Intermediate equips you with the key skills



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to be proficient with MS Word application.

Programme structure:

Word 2016 Part 1 -

Adding Tables This

course is all about

creating, modifying,

and formatting tables.

Table conversion tools

will also be covered.

**Microsoft Word -**

**Intermediate (80**

**hours) - WDTU -**

**Pacific TAFE**

Learning Outcomes -

Microsoft Word 2016

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Intermediate Training Course. This training course covers the intermediate functions and features of Word 2016. Delegates will be able to create, modify, enhance and print a wide variety of documents using their newly acquired skills. Immediate Help Desk: 079 125 9646.

**Word 2016  
Intermediate |  
Microsoft Office**

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Click on the Start button, choose All Programs then Microsoft Office 2013 and Excel 2013 2. Click on Open Other Workbooks (or you can use <Ctrl o>) then Computer and [Browse] 3. Click on My Computer then double click on Data (D:) 4. Double click again on the Training folder and choose phoenix.xlsx 5. Press <Enter> for

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**Microsoft Excel 2013  
An Intermediate  
Guide**

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Certifications |**

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STARTING WORD 2016

Microsoft Word is a word processing tool for creating different types of documents that are used in work and school environments. The appearance of Microsoft Word 2016 is similar to Word 2010 and Word 2013, but with more enhanced

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features. It contains a customized Office Background

**Microsoft Official  
Academic Course  
MICROSOFT WORD  
2016**

This Microsoft Word training course is designed for those users who wish to improve their current knowledge of Word and take advantage of the more complex features. You will be

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## Microsoft Word

### Intermediate

able to divide a document into sections and columns, to format tables and populate them with data directly from Excel spreadsheets.

## **Word Intermediate Training Course**

Description. NOTE: This course can be taken by students using Word 2013, 2016, 2019, and Office 365. This hands on, instructor-led, Intermediate Microsoft



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Word training class will teach you more advanced techniques to create, edit, organize and print professional-looking documents.

**Microsoft Word**

**Intermediate |**

**Virtual Live**

**Classroom | 10 ...**

Introduction to

Microsoft Word 2016.

One of the most basic skills needed in any job is writing reports and

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letters using Microsoft Word 2016 (now available through Office 365). In this course, you'll gain the foundational skills you need to make the most of this powerful program.

**Microsoft Word 2016 Series | Westchester Community College**

Professional manual  
Use this template to create a user's manual or employee handbook.

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This template contains

a title page, copyright page, table of contents, chapter pages, and an index.

**Professional manual**

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**templates.office.com**

Microsoft Word & Excel  
Training (Beginning,  
Intermediate, &  
Advanced) back to  
Computer Technologies  
La difusión a  
responsabilidad para

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podría ser encarcelado  
para.

**Microsoft Word &  
Excel Training  
(Beginning,  
Intermediate ...**

Students in this  
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2019 training class  
should already be able  
to create, edit, and  
print Word 2019  
documents on  
Windows. In this class,  
students will learn

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advanced formatting,  
use Word 2019 or Word  
365 drawing tools,  
create and manage  
tables, and work with  
column layouts.

**Intermediate  
Microsoft Word 2019  
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