

Microsoft Word Intermediate Course Schedule

Unit Standard: 116942

Course Schedule

1. How to use Mail Merge
2. Creating Mail Merge databases
3. Creating fields of information
4. Matching fields of information
5. Completing mail merge letters
6. Completing mail merge emails
7. Completing mail merge enveloped
8. Completing mail merge labels
9. Saving mail merges

ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per Person: R800-00

Venues: Our training room or yours

*Assessment and moderation of
submitted POE's @ R250 pp*

Unit Standard: 119078

Course Schedule

1. Creating tables
2. Working with tables
3. Formatting tables
4. Creating formulas in tables
5. Creating columns
6. Working with columns
7. Formatting columns
8. Working with pictures in columns

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