



MS Word Large Document Management

Who Should Attend This Clinic: This will be beneficial for individuals who need to edit and navigate within large documents, such as technical reports. This session gives you the opportunity to target those areas which you specifically need. This workshop is intended for MS Word 2000, 2002 and 2003 users. Specific MS Office 2007 workshops are also available on these topic areas.

MCW Instructors: All sessions are run by qualified Microsoft Instructors and you will have the opportunity to ask questions during the session.

Duration: 2 Hours

Clinic Content:

- Styles – creating, using and changing
- Working with Sections
- Formatting of Different Section
- Working with Columns
- Table of Contents creation
- Working with Title Pages

Other courses which MCW Offer in this format include:

- Excel
 - Working with Pivot Tables
 - IF Statements
 - Working with Filters
- Word
 - Working with Mail Merge
 - Working with Legal Documents
- PowerPoint
 - Creating Dynamic Animation
- Access
 - Creating Reports
 - Working with Queries
- Photoshop
 - Working with Old Photographs
- Publisher
 - Mail Merge
 - Creating Flyers