

Intermediate Word

North East Scotland College

Venues

Off campus

Content

Microsoft Word is an excellent word processing package that enables you to produce a wide range of documents, ranging from letters and memos, to posters and flyers. This open learning unit will demonstrate the different features and show you how to get the most out of the software.

This course covers a range of important topics, including:

Working with multiple documents; Creating headers and footers; Page numbering; Creating footnotes; Working with tables; Document properties; Changing print options; Passwords; Merging; Mailing labels; Sorting; File management.

At the end of the course you will test your knowledge via an end of course test.

Start Date

Flexible

Qualification

Other

Study Method

Distance and Flexible learning

Course Length

6 months

Department

Computing

Entry Requirements

No formal entry requirements. All students are assigned a login to Microsoft Office 365 which includes online access to Microsoft Word 2016 at no extra cost.

SCQF Points

«SCQFPoints»

Progression Routes

ICDL (International Computer Driving Licence) 2016

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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