



Training Course Information

Course Name: Word 2010 Intermediate

Course Overview: This course covers a range of features in Microsoft Word 2010 that users of all abilities and professions will find useful.

Topics Include:

- Digital Signatures
- Macros
- Table of Contents
- Citations
- Footnotes
- Bibliography

Pre-Requisites: Word 2010 Basics – The Next Step or equivalent knowledge

Note: Each course can be tailored and/or combined with other courses to suit the client's needs.