



Course Code: C027

Word Essential Training

COURSE INFORMATION

Sessions
1 day

Duration
7.5 hrs

Level
Intermediate

Assessment
NA

VENUE

12 Woodlands Square #07-85/86/87 Woods Square Tower 1, Singapore 737715. 5 mins walk from Woodlands (NS9) MRT station.

The venue is disabled-friendly.

WHAT'S THIS COURSE ABOUT

Topic 1. Getting Started with Word

Create a new document

Work with text

Format with text

Work with paragraph

Topic 2. Formating Pages

Create page layout

Use headers and footers

Page numbering

Create list

Create table

Add image

Topic 3. Proof Document

Set proofing and autocorrect option

Use the Resume Assistant

Tracking changes

Add Comment

Topic 4. Sharing and Collaborate

Add password protection

Collaborate document in the cloud

Print document as pdf

COURSE FEE

Full Fee S\$350.00 Before GST

GST S\$31.50 9% of fee

Total Payable S\$381.50 Including GST

CERTIFICATION

- **Certificate of Completion from Tertiary Infotech** - Upon meeting at least 75% attendance and passing the assessment(s), participants will receive a Certificate of Completion from Tertiary Infotech.

REGISTRATION

<https://www.tertiarycourses.com.sg/word-essential-training.html>



SCAN TO REGISTER

SUPPORT

Email: sales@tertiarycourses.com.sg

Tel: +65 6100 0613

WhatsApp: <https://wa.me/6588666375>