

# WORD COURSES



## AUTOMATION

**Level:**

For beginners

**Prerequisites:**

Basics of Word – creating a document, modifying font and paragraphs, including indents and tabs, setting the document up for printing, saving the file.

**Audience:**

Most suitable for people who create or edit 1-2 page documents.

**Aim:**

of this course is to provide students with tools to automate daily tasks and become more efficient.

**Overview:**

- Inserting Date and Time
- Inserting Symbols
- Inserting a Hyperlink
- Inserting a Field
- Working with Building Blocks
- Creating Templates

**Venue:**

Advantage  
Training Centre

46 Grey Street,  
Palmerston North,  
Manawatu 4410

**Duration:**

Half day