



# Ms-Word and PowerPoint Courses

Below is an overview of the courses we can offer. To find out which of these courses are running our open programmes please use the 'find a course' facility on our web site and search for courses in your area using the relevant filters to narrow down your search. Open courses cost from £105.

All of our IT courses can be tailored to suit your specific requirements and delivered at your office or a convenient location of your choice. We supply all the necessary hardware. Our in-house courses cost £950 per full day or £655 per half day plus travelling expenses which represents excellent value for money when training six or more people. With our excellent reputation for quality training you can be confident the speaker and supporting documentation will be of the highest standard.

## Ms-Word: Introductory

A short course on the basics of Word including:- rulers/margins/tabs, copy/paste and moving text, creating/editing letters and reports, spelling and grammar checker, bullets and numbering, page layout, headers and footers, abbreviations and contents page.

## Ms-Word: Intermediate

The course covers borders and shading, tables, integration with Excel and PowerPoint, graphics, forms, templates, macros, mailmerge, HTML and hyperlinks.

## Ms-PowerPoint

Ms-PowerPoint for Technical and Support Staff

For those who need a basic understanding of the features of PowerPoint this course covers the design of slides and the production of a simple presentation.

Maximum 12 delegates except where indicated \*

### Open courses:

To see which IT courses are available in our open programmes search online at  
[www.mercia-group.co.uk/training/find\\_a\\_course.php](http://www.mercia-group.co.uk/training/find_a_course.php)

### In house courses:

If you are interested in checking available dates or discussing your requirements further contact  
[liz.coates@merciamercia-group.co.uk](mailto:liz.coates@merciamercia-group.co.uk) or call her on 0116 258 1200.

