



Business & Technical Training College

“Put your FUTURE in GOOD Hands”

BTT will work with every student to develop their skills, to make them job ready. BTT classes are small therefore you will receive more personalized attention from the instructor.

Microsoft Office Word 2010 Level III – Advanced Training

This advance course is for students who use more complicated features of MS Word. At completion of the class the students should become knowledgeable and skills with the following features: use Word with other programs, collaborate on documents, manage document versions, add reference marks and notes, simplify the use of long documents, secure a document, macros and create forms.

- Using Microsoft Office Word 2010 with Other Programs
- Collaborating on Documents
- Managing Document Versions
- Adding Reference Marks and Notes
- Simplifying the Use of Long Documents
- Securing a Document
- Creating Forms

.....more detailed outline is available, please e-mail or call!

Pre-requisites: Microsoft Office Word Level II – Intermediate Training

Certificate Offered: Certificate

Training Methods: Instructor – led classes, Instructor demonstrate all topics with hands-on scenarios

One – To - One session can be arranged.

For Schedule: Call or e-mail

Registration can be done after office hours, any day / evening

Business & Technical Training College

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