Creating Sparkling Business Content with Microsoft Word 2013

Microsoft Word 2013 is a powerful application in which you can design, author and edit professional documents. In this course you will learn how to use styles, text layouts and images to create good looking documents, you will learn how to create professional reports with references and table of contents. Finally you will learn how to use more advanced tools in Word such as Mail Merge to personalize letters and emails.

Prerequisites

Before attending this course, students should have experience:
• A basic working knowledge of Microsoft Office Word

Who should Attend?

This course is intended for all business professionals and report writers.

Course Details

Duration	:	1 day
Time	:	9am - 5pm
Schedule	:	16 July | 18 August | 20 September | 29 October
Price	:	RM 530 per person

Course Content

Lesson 1: Creating Professional Documents
1. Create an Attractive article using Styles
In this first lesson, you will learn how to use the tools in Word 2013 to create an attractive article using images, text layouts and style sets.

2. Enrich your writing
In this lesson, you will learn how to enrich your writing using synonyms, how to look up more background information about a topic and how to use the translation tool to translate your text to another language.

3. Write a professional report
In this lesson, you will learn some of the basics you need to know to write a professional report. This includes inserting footnotes and references and a table of contents. You will also learn how to add some structure to your document so that it will be easier to navigate.

Lesson 2: Desinging Professional Templates
4. Create a professional letterhead template
In this lessons, you will learn how to create a simple, clean and professional letterhead template

5. Create a professional online document template
In this lesson, you will learn how to create a more advanced business letterhead that can be used for digital communication.

Lesson 3: Personalizing Written Communication
6. Use Mail Merge to personalize your letters
In this lesson, you will learn how to use Mail Merge in Word 2013 to automate the process of personalizing multiple letters.

7. Automate Writing Personalized Emails
In this lesson, you will learn how to use mail merge in Word 2013 to add individual names to your email messages, you will learn advanced capabilities of mail merge which enable you to customize the content of the email message based on data in an Excel file.

IN-HOUSE
PROGRAMMES
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For further information & registration, please contact us at:
Iverson Upskilling Sdn Bhd (592733-W)
Suite S3, 2nd Floor, Centrepoint
Lebuh Bandar Utama, Bandar Utama
47800 Petaling Jaya
Tel: 603 7726 2678 | Fax: 603 7727 9737
sales@iversonupskilling.com
www.iversonupskilling.com

f Follow us on fb.com/iversonassociatesSB