Word
Basics

General Outline

This course concentrates on the simple basics of setting up a basic letter in Word, typing in some simple text, editing the text and formatting it, and then printing it out.

Simple cutting and pasting of text to fix up mistakes are covered in the hands-on exercises as well, along with how to spell-check your document and then how to print it.

Throughout the course, you will learn the keyboard shortcuts and mouse shortcuts that allow you to do things efficiently and easily.

Detailed Course Outcomes

- Define basic word processing principles
- Describe the Word screen
- Set up a document (page, margins, etc)
- Type simple text
- Save and open documents locally or in the cloud
- Move around the document and select text
- Carry out simple text editing tasks
- Look at different views of the page
- Cut, paste text and drag text
- Apply paragraph and text formatting
- Use Undo and Redo
- Use spell-checks and AutoCorrect
- Print the document

Client Reviews

"The course will help me produce documents a lot quicker."
Christine, Project Assistant; Intermediate

"Very relevant, clear information, booklet for future reference is excellent."
Orme, Copy Editor and Proof reader; Intermediate

"The pace of the course was good. Not having to look at the board, but trainer used 'our' screens for presentation of examples - this worked really well."
Judi, RTW Coordinator; Intermediate

"I was impressed with the and simple explanation on how Word can be used."
Wayne, Customer Service Officer; Intermediate

CLASS TRAINING

Duration & Rate:

- 1 day public course ($319) OR
- 3 x 1-hour online ($132) OR
- Closed / Onsite (inquire)

Prerequisites:

No experience with using Word is required nor assumed. Participants should be faimilar with using a Windows PC.

Public Course Includes:*

- Use of a computer for hands-on exercises.
- Extensive training manual.
- Refreshments.
- Certificate of attendance.
- After-course support.
- Free refresher course.

* Inquire re details.

How to Book:

- Phone us on **(02) 6041 2711.**
- Email us at **office@classtraining.com.au**.
- Book online at **www.classtraining.com.au**

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