



WORD NEW USERS (BASICS)

SKILL LEVEL : BASICS
DURATION : 1 FULL DAY

Mobile MOUSE
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COURSE OVERVIEW

This course will teach attendees how to create simple but professional looking documents using the fundamental elements of Microsoft Words' text and graphic formatting features and tools. Attendees will obtain and develop skills that will facilitate quicker and simpler techniques for completing typical, simple tasks in Microsoft Word.

WHO SHOULD ATTEND THIS COURSE

Users who are new to Microsoft Word or users who want to improve their existing basic skills in Word. This course may also suit users who only require fundamental skills in Word. Emphasis is placed on the quickest and easiest ways to accomplish common simple activities in Word.

COURSE DURATION AND VENUE

- DURATION: 1 full day (9am to 4pm).
- VENUE: Onsite (your premises) or In-house (our premises)



MINIMUM ATTENDANCE REQUIREMENTS

- Attendees should already have fundamental keyboard and mouse skills
- Attendees should already have a fundamental understanding of working in a Windows environment

COURSE CONTENT AND OUTLINE

PART 1 - CREATING SIMPLE DOCUMENTS

- The Microsoft Word Interface
- Create, Open, Save and Close Documents
- Inserting and modifying text and symbols
- Cut, Copy, Paste
- Spelling and Grammar
- Using Font and Text Effects to Enhance Text
- Inserting Dates and Times
- Inserting Symbols
- Quick Ways to Highlight Text
- Creating and Modifying Paragraphs
- Aligning paragraphs
- Indenting paragraphs
- Spacing between paragraphs and lines
- Creating basic bulleted and numbered lists
- Find and Replace
- Using, Creating, Modifying Basic Tables

PART 2 - DOCUMENT SETUP

- Basic Headers and Footers
- Page Setup Options
- Preview & Print Documents

PART 3 - GRAPHICS AND CHART ELEMENTS

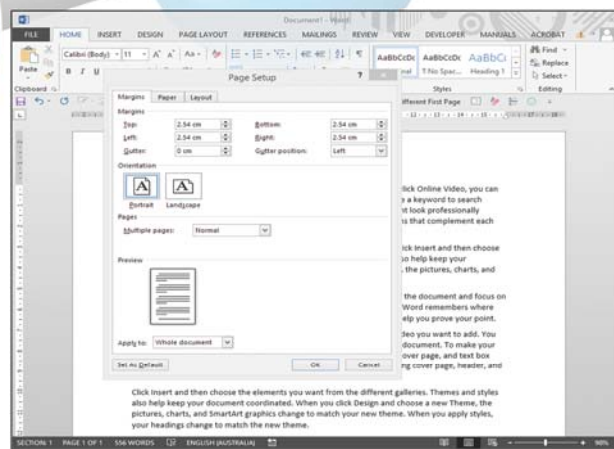
- Inserting Pictures into Documents
- Searching for & Inserting Pictures and Clipart
- Picture wrapping and other effects
- Microsoft Drawing Tools
- The Drawing Canvas
- Drawing Shapes and Flowcharts
- Diagrams & Organizational Charts
- Creating simple charts with Microsoft graph

PART 4 - ENVELOPES AND LABELS

- Creating Envelopes
- Creating Labels
- Preview & Print Envelopes and Labels

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