



Microsoft Word Essentials

(Available in Microsoft Word 2003, 2007 or 2010 format)



Mobile MOUSE



Microsoft Word Essentials A Nationally Recognised Course

Venue: Onsite (your premises) or Inhouse (our premises)

Duration: 1 Full Day (9am - 4pm)

Part One - Creating Basic Word Documents

- The Microsoft Word Interface
- Inserting and modifying text and symbols
- Spelling and Grammar
- Using Font and Text Effects to Enhance Text
- Inserting Dates and Times
- Quick Ways to Highlight Text
- Creating and Modifying Paragraphs
 - Aligning paragraphs
 - Indenting paragraphs
 - Spacing between paragraphs
 - Adjusting the line spacing
 - Creating and Editing tabs
 - Creating bulleted and numbered lists
- Find and Replace
- Creating Styles
- Formatting using Styles
- Use, Create, Edit and Delete Bookmarks

Part Two - Working with Entire Documents

- Headers and Footers
- Creating and Modifying Columns
- Preparing a Document for Print with Page Setup Options
- Using, Creating, Modifying Tables
- Previewing and Printing Documents, Envelopes and Labels

Part Three - Graphics & Charts

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

Part Four - Templates & Converting Documents

- Create and Edit Templates
- Saving & Converting Documents
- Creating and Importing Style Sets (Word 2007)

Part Five - Envelopes, Labels and Mail Merge

- Creating Envelopes
- Creating Labels
- Understanding Mail Merge
 - Creating / Specifying Main Document
 - Add merge fields to a main document
 - Previewing & merging documents
 - Merging to Create Mailing Labels / Envelopes
- Existing Sources for Letters & Labels
 - Excel as a data source
 - Outlook as a data source



What We Provide at your Venue

- Pre-configured computer(s)
- Comprehensive practical manual(s)
- Quality (& Fun) tuition
- Downloadable practice files
- FREE online support

CONTACT MOBILE MOUSE NOW

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WHO SHOULD ATTEND THIS COURSE?

Users who want to improve or sharpen their existing basic or intermediate skills in Word. Much emphasis is also placed on the quickest and easiest ways to accomplish activities in Word.

Please note that this course is not intended for brand new users to a computer. Attendees should already have fundamental keyboard and mouse skills.

