

MICROSOFT WORD 2010

LEVEL 1



Target Audience	For people who have little or no knowledge of Microsoft Word 2010. A general understanding of personal computers and the Windows operating system environment is preferred.
Overview	This course aims to give the learner a very good basic understanding in the use of Microsoft Word 2010 to create everyday documents using features such as formatting, printing and creating tables.
Content	<ul style="list-style-type: none"> • Basic features of word • Create a new document • Use Help to find information • Work with a documents • Select and work with text in a document • Cut and copy information within and between documents • Use a range of font formatting techniques • Format paragraphs • Use page layout features • Create and modify tables • Print a document
Qualification	Non-accredited Statement of Attendance
No. of participants	Minimum 8 – maximum 15
Investment	\$330 (incl GST) per participant (includes training manual)
Duration	1 day or 2 x 3 hour sessions
Catering	Basic morning/afternoon tea is included in this costing (tea, coffee, biscuits). Alternative arrangements available on request.
Contact	<p>Ros Williams Ph: 6253 0682 Email: ros.williams@capitalcareers.com.au</p>

Contact us to discuss how this course can be customised for your organisation's needs