MS Word Foundation (1051)

Duration: 1 Day

Membership: This course is intended for delegates with little or no experience with MS Word or those who feel that formal training with the basics of the application would be advantageous. The course is designed as an introduction to the key word-processing features of MS Word and aiMS to provide greater appreciation of the capabilities of the application.

Objectives: On completion of this course delegates will be able:

- To create, format and save professional looking Documents
- To navigate documents quickly
- To utilise the proof reading features of MS Word
- To apply the various features of paragraph formatting
- To modify the Page setup and print a documents with or without the use of the course notes.

Structure: Each course will consist of 4 sessions divided into modules of work.

Content:

- General skills
- Proof reading
- Text formatting
- Navigation
- Copy/cut paste
- Paragraph formatting
- Page setup & printing
- Getting help

Pre-requisites: Delegates should be confident in the use of keyboard and mouse, and the Windows environment.

Contact:

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