

Course: WORD 2010

Level: Beginner

Duration: 10 hours (This may vary as you learn at your own pace but there is no extra charge if the time is extended)

Suitable for:

Complete beginners or for those who wish to transfer their skills from any other word-processing package.

Pre-requisites:

If you are not already familiar with Windows itself and the use of a mouse, it is recommended that you first go through the Microsoft Windows 95 or 98 introduction course. Keyboard skills would be an advantage but are not essential.

Course objectives:

To teach the essential features of this popular word processing package for work or home use.

Benefits:

- ✓ Gain a high level of skill in a short space of time
- ✓ Enhance your career prospects and maximise your efficiency at work
- ✓ Learning is made easy as the training is computer based with hands on exercises and supported by high quality workbooks
- ✓ The workbook is yours to keep thus providing a source of reference after the course has finished
- ✓ Learn at your own pace in your own home

Syllabus includes:

- Before you start
- Getting started with Microsoft Word
- Document Windows and Views
- Basic Word Processing Skills
- Using the Help System
- Opening, Saving and Closing Documents
- Document File Formats
- Creating New Documents
- Navigating Documents
- Selecting Text
- Basic Text Formatting
- Basic Paragraph
- Quick Styles
- Undo, Redo
- Move and Copy
- Proofing
- Printing
- Basic Options
- E-mailing

Suitable follow on courses:

Word Intermediate and Advanced courses

Best Training - Horsham
36 Barttelot Road
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West Sussex
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