

Level One Microsoft Word Training

COURSE DURATION:	4 hours
COURSE LOCATION:	John Henry Institute – Suites 5&6, 68 Clarence Street, Port Macquarie
COURSE COST:	\$150.00 per person

COURSE OVERVIEW:

JHI's *Level One Microsoft Word Course* is the basics of Microsoft Word. This introductory course covers the basics navigation and creating a document through to formatting. A hands-on approach is taken and the exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.

Your training will take place in a classroom environment with one computer provided per participant, or you are welcome to bring your own laptop. Course notes will also be provided.

COURSE CONTENT:

- What is Word?
- The Word screen
- Ribbons
- File management
- Creating, opening, saving, closing files
- Shortcut buttons
- Using the Save As command
- Moving around
- Selecting text – selection techniques
- Editing
- Uppercase and lowercase conversion
- Cutting, copying and pasting text
- Formatting text
- Bold, Italics, Underline, Colour, Size and Style of font. Shading.
- Alignment and Justification.
- Printing and print options
- Page set up options: margins, paper size, printing in portrait or landscape.
- Paragraph settings
- Line spacing

MODE OF DELIVERY:

This training course is delivered face-to-face.

ENTRY REQUIREMENTS:

No prior knowledge of Microsoft Word is required; however, participants need to have general mouse and keyboard skills.

WHAT TO BRING TO CLASS?

- Blue or black pen
- Note paper
- Please try to arrive 10 minutes before the scheduled start time.

HOW TO ENROL:

Please email the team at John Henry Institute – info@jhi.edu.au or call 6583 2321 to request an enrolment form.

