

Level Two Microsoft Word Training

COURSE DURATION:	7 hours (including lunch break)
COURSE LOCATION:	John Henry Institute – Suites 5&6, 68 Clarence Street, Port Macquarie
COURSE COST:	\$200.00 per person

COURSE OVERVIEW:

JHI's *Level Two Microsoft Word Course* extends on the basics of Microsoft Word and helps students create more complex and varied documents. Existing skills and knowledge are enhanced by covering more complex aspects of formatting, tabs, tables and inserting and manipulating pictures and shapes, and introduces new features such as Headers and footers, page numbering and more.

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:

- Inserting special characters and symbols
- Keyboard shortcuts for commonly used symbols
- Inserting date and time fields
- Indents
- Tabs
- Inserting Tables
- Table properties
- Uses for tables – minutes, reports, layout, etc
- Bullets and number lists
- Headers and footers
- Page numbering
- Borders and shading
- Page Borders
- Format Painter
- Search and replace
- Spell Check and Thesaurus
- Autocorrect and Autoformat options
- Inserting and manipulating pictures
- Inserting and manipulating shapes

MODE OF DELIVERY:

This training course is delivered face-to-face.

ENTRY REQUIREMENTS:

Participants should have a basic understanding of Microsoft Word as per the content covered in JHI's Level One Microsoft Word Training course.

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.

