

Microsoft Word

Introduction

BSBITU306 - Produce simple word processed documents
Nationally Endorsed Industry Competency

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration

2 Half days

Cost

\$425 *GST free*
includes training manual

Prerequisite

Experience with Windows and use of a mouse.

Objectives

To provide a thorough understanding of the comprehensive concepts and skills that will enable the participant to effectively use Microsoft Word.

Methodology

Group and individual instruction, hands on practical exercises, visual aids, comprehensive course documentation.

Competency Assessment

This will be issued to trainees upon completion of training session.

Expected Outcome

By the end of the course the participant should be able to use the following functions and features of Microsoft Word.

CONTENT

Getting Started with Word

- Start Word
- Word Environment
- Opening Documents
- Working with Menus
- Navigating around a Document
- Closing Documents

Setting up a Document

- Creating a New Document
- Entering Information
- Inserting Text
- Undo Editing Changes
- Deleting Text
- Spell Check
- Saving the Document
- Additional Pages
- Viewing your Document

Formatting a Document

- Document Layout
- Highlighting Text
- Formatting Text
- Using Pre-formatted Documents

Enhancing your Document

- Setting and Using Tabs
- AutoText Entries
- Using AutoCorrect
- Using AutoFormat

Editing Features

- Using Go To
- Find and Replace
- Copying and Moving Text

Printing Options

- Previewing your Document
- Inserting Page Numbers
- Print a Document

Using Help

- Microsoft Word Help
- Using the Office Assistant

COURSE OUTLINE

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For bookings contact us on:

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