



Basic Word

Utilising Windows XP –
Microsoft Office Suite 2007

This course aims to give you an introduction to the basic functions of the MS Word program. Word is an **entry-level course** for those who like to improve their word processing skills, design flyers, invitations, letters etc.

Murray House Resource Centre has tailored this course in an enjoyable format using simple language to suit all age groups. We like to think this is the beginning stage of computer literacy, which will create a thirst for more knowledge within the technology field.

This is short course designed chiefly for novice computer users, unemployed persons wishing to return to the work force and administrators with limited word processing knowledge.

Time: 9am to 12pm

Cost: \$65.00

Support Materials: Participants will receive a Basic Word manual, which will reiterate the session.

Specials Needs: Courses can be tailored to suit individual requirements. Please advise us prior the commencement date to enable our trainer's time for modifications.

Key Topics include: Open close and save your work
The Word screen, toolbars and Help
Fonts style, size and colour
Bullets and Numbering
Borders
Clip Art and Word Art
Cut and Paste
Printing methods

A Participation Certificate will be issued upon completion