



PINJARRA COMMUNITY RESOURCE CENTRE YOUR LOCAL CONNECTION BASIC MICROSOFT WORD & EXCEL UTILISING WINDOWS 10 – MICROSOFT OFFICE SUITE 2013

This course will show you how valuable *Microsoft Excel & Word* are in keeping things simple, create a flyer, organize your budgets, chart your weekly expenses and more. This course has been designed for small business owners wanting to improve their record keeping, people wanting to rejoin the workforce or just for general interest.

Time: 9am—3pm

Key Topics:

- ❖ Simple formatting
- ❖ Clip Art
- ❖ Creating charts
- ❖ Simple calculations
- ❖ Auto fill & auto sum
- ❖ Cells and their function
- ❖ Headers & Footers, placing images
- ❖ Designing colour schemes

INTRODUCTION TO
WORD FUNCTIONS

A SIMPLE ELECTRONIC
SPREADSHEET
APPLICATION USED FOR
STORING, ORGANISING &
MANIPULATING DATA

INSERT PICTURES

GRAPHING OR CHARTING
DATA TO ASSIST USERS
IN IDENTIFYING DATA
TRENDS

FORMAT
DOCUMENTS



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