



BSBITU211 PRODUCE DIGITAL TEXT DOCUMENTS

UTILISING WINDOWS 10 – MICROSOFT OFFICE SUITE 2013

This course aims to give you the skills and knowledge required to develop basic keyboard skills using touch typing techniques in a broad range of settings.

It applies to individuals who perform a range of mainly routine tasks and generally work under direct supervision using limited practical skills and fundamental knowledge.

You will customize a Word document using Style and Design functions, Insert Objects and a Table of Contents.

Key Topics:

- ❖ Dictionaries
- ❖ The word screen, toolbars and help
- ❖ Font style, size and color
- ❖ Bullets and numbering
- ❖ Tables
- ❖ Clip Art and Word Art
- ❖ Breaks
- ❖ Br
- ❖ Cut & Paste
- ❖ Style

On enrolment a course confirmation and student handbook will be emailed out to you.

COURSE TIMES 9AM-3PM
WORKBOOK INCLUDED

CREATE PROFESSIONAL
LOOKING CONTENT
WITH A
COMPREHENSIVE SET OF
WRITING TOOLS

EASY TO USE WORD
PROCESSOR

ITS GRAPHICAL USER
INTERFACE MAKES IT AN
EASY PROGRAM TO
NAVIGATE ABOUT

FORMAT YOUR
DOCUMENTS
QUICKLY

MURRAY HOUSE RESOURCE
CENTRE

Registered Training Organisation #2068



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