

Course Description

This one-day course is designed for those who are new to Word and the concepts of word processing and covers creating, saving and printing documents. The course focuses on quick ways to select, edit and format text and you will learn how to give your documents a professional look and feel. A summary of course elements are:

- ◆ Word 2010 Screen
- ◆ Manipulating Text
- ◆ The Clipboard
- ◆ Formatting Text
- ◆ Formatting Paragraphs
- ◆ Borders & Shading
- ◆ Finding & Replacing Text
- ◆ Tabs
- ◆ Styles
- ◆ Page Formatting
- ◆ Tables
- ◆ Using Graphics
- ◆ Multiple Documents
- ◆ Basic Mail Merge

Who Should Attend?

Anyone new to Microsoft Word and word processing. You do not need to be an expert typist but knowledge of Windows and proficient use of a keyboard and mouse would be an advantage.

What Do I Do Now?

For a more detailed Course Outline, or to arrange an in-house course for your company, please complete our Enquiry Form, call us on 01733 567262 or e-mail us at admin@vitaltraining.co.uk