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*Discover
yourself...*

WE SPECIALISE IN

NATIONALLY RECOGNISED CERTIFICATES

- Certificate II in Business
- Certificate III in Business
 - Administration
 - Sales
 - Record Keeping
 - Frontline Management
- Certificate IV in Business
 - Administration
 - Marketing
 - Human Resources
 - Frontline Management

COMPUTER TRAINING

- Microsoft Office
- MYOB

PROFESSIONAL DEVELOPMENT

- It's Not Just a Job
- Exceptional Customer Service
- Telephone Etiquette
- Organisational Skills
- Winning Teams
- Communication in Business
- Excellence in Training
- Team Leadership

Discover us...

WHO ARE WE?

- Nationally Recognised Provider # 0653
- A division of the TOP Office Group of Companies
- Established 1989
- Queensland Owned Family Business

Microsoft Word (Basic)

TRAINING DELIVERY MODE

E-Learning – Workshop – Customised Training

LENGTH OF STUDY

30 Hours with a maximum 2 months access to training program and support.

Training Workshop: 8 hours

Customised Training: 6 – 8 hours (tailored to suit specific requirements either on-site or at our Training Academy)

COURSE OBJECTIVE

After completing this course, participants should be able to:

- Operate the keyboard, mouse, and a range of function keys
- Know and use the commands and shortcut menu keys to operate the program efficiently
- Demonstrate a critical approach to the display of documents and variety of formatting methods available
- Perform a variety of word processing procedures to a high standard of accuracy and presentation of a level acceptable to the office situation

COURSE PRE-REQUISITES

- Basic computer terminology (creating files, folders / directories, mouse, keyboard)
- Basic knowledge of the operating system (such as completion of Introduction to Windows or equivalent experience)

COURSE OUTLINE

- Introduction and Basics
 - Starting Word
 - Exiting Word
 - Navigating the screen
 - Using toolbars
 - Using the office assistant
- File operations
 - Navigating your computer
 - Creating & saving documents
 - Open existing documents
 - Working with Multiple documents
 - Arranging documents
- Editing
 - Selecting text
 - Inserting text
 - Deleting text
 - Overtyping text
 - Spell Check
 - Undo
- Fonts and Effects
 - Fonts, Type, size and colour
 - Format Painter
 - Upper/Lower case switching
- Bullets and Numbering
 - Bullets, numbering
- Paragraph Formats
 - Alignment, Line spacing, Paragraph spacing
 - Indents - Normal, First line, Hanging, Right
 - Tabs - Tabs with leaders
- Find and Replace
 - Searching for text, finding formats, replacing text, replacing formats
- Toolbars
 - Positioning the toolbars
 - Hiding and unhiding toolbars
- Inserting Breaks
 - Page Breaks
 - Inserting section breaks
- Headers / Footers
 - Creating headers and footers
- Tables
 - Inserting & formatting a table
 - Inserting text
 - Altering column widths & row heights
- Printing and viewing documents
 - Printing the document
 - Page layouts, zoom, print preview
- Relocating text
 - Cut and copy text using the clipboard
 - Drop and drag text

