

MS WORD BASICS

SHORT COURSE



DURATION

1 Day



COST

R2100pp



IN PERSON

Yes



ONLINE

Yes

The purpose of is to create an understanding of Microsoft Office and it's applications.

WORK WITH MULTIPLE DOCUMENTS

Being able to have multiple documents open, and switch control between them, while also adjusting size to be able to see two documents at the same time and manipulate text between them.

FORMATTING TEXT

Understanding how to use Font Formatting, such as highlighting, text size and choice, styles and positioning to enhance the look-and-feel of a document.

FORMAT PARAGRAPHS

Understanding how to use paragraph Formatting, such as Tabs, Bullets, Numbering and line spacing to enhance the look-and-feel of a document.

FORMAT PAGES

Changing the page format of a document including the Page size, page orientation, margins, layout.

FORMAT AN EXISTING DOCUMENT

Understanding the methods of automatically formatting a document including Templates, styles, manual, headers and footers, inserting page numbers, sections, Endnotes and footnotes and section breaks.

CREATING AND USING TEMPLATES

How to create a document using an existing template, and how to create a new template to have pre-defined options when starting any new document.

Should you need to learn more advanced skills in this area, we do have a 2 day advanced course available.



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