



# IAA35 Microsoft Word Introduction Skill Set

National ID: IAA35 | State ID: IAA35

## About this course

### Learn how to master Microsoft Word with this introductory skill set.

This beginner level course has been designed to provide participants with a thorough understanding in the basics of Microsoft Word 2013.

### This cover covers:

- Creating, formatting and printing simple Word documents
- Understanding screens, menus and dialogue boxes
- Working with text and paragraphs
- Page layout and design features
- Working with tables
- Printing documents
- Accessing additional help and services

In order to enrol in this short course, participants must have a general understanding of personal computers and the Windows operating system.

Off campus delivery - Onslow - 2 December, 2019

**Date:** Monday 2 December

**Time:** 8:30am - 4:30pm

**Where:** Upstairs at The Beach Resort, Cnr Second Avenue & Third Street, Onslow




**Contact:** Onslow Chamber of Commerce to enrol: 9184 6182

## Overview

### Semester 2, 2019

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#### Kununurra Campus - Tuesdays, 13 August - 3 September, 2019

-  Duration: **1 Day**
-  When: **Semester 2, 2019**
-  How: **Face-to-face classroom delivery**

## Units

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This is a suggested study plan. North Regional TAFE offers a variety of alternative units, and packaging rules apply to these selections. Your unit options will be discussed with you prior to enrolment.

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## Core

National ID	Unit Title
BSBITU211	Produce digital text documents

## Fees and charges

North Regional TAFE's **indicative fees for 2019** are available [here](#). These fees are indicative for local students enrolling full-time in Government-funded courses. Fees are calculated based on individual circumstances at the time of enrolment. Concessions for eligible certificate I - IV level courses, annual fee caps and other charges may apply.

For more information, please click [here](#).

#### VET Student Loans

VET Student Loans is an income contingent loan support available to eligible students studying a diploma level or above qualification. For more information, please click [here](#).

#### International student fees

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students. Please visit the [TAFE International WA website](#) to confirm available courses and fees. Tuition fees are paid through TIWA.

**Please note, fees are subject to change.**