



Microsoft Word Introduction Skill Set

State ID: IAA35

About this course

Your health and safety is important to us.

Spaces are limited in face-to-face classes to adhere to social distancing guidelines. Additional hygiene protocols will be implemented and other controls may apply. Students must follow the directions of the lecturer to ensure the health and safety of all students and teaching staff.

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



**North
Regional**

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Western Australia.*

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

Overview

Semester 2, 2020



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