



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.

Overview

Semester 1, 2020

11 March, 2020

-  Duration: **1 Day**
-  When: **Semester 1, 2020**
-  How: **Face-to-face classroom delivery**

Units

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

[Click here to view North Regional TAFE's 2020 indicative fees.](#) 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](#).



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Please note, fees are subject to change.



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