

COURSE SYLLABUS

Course Code **WORD01**
Course Title **Introduction to Microsoft Word**

Duration 3 hours contact time
 (One session is 1.5 hours)

Qualification media mount certificate of achievement

Training Level Beginner

Prerequisites Basic use of using Microsoft Windows and a computer

Summary This course will introduce the learner to word processing using Microsoft Word. Word has the ability to create, store, and print documents and permits typing, editing, and inserting graphics and then saving the work easily and efficiently.

Price Price Category C
 Our full price list is available on request



To enrol on this course or contact media mount for further information visit our website

www.mediamount.co.uk or telephone (+44)(0)28 9147 2020

Course Objectives

1. Open and navigate Microsoft Word's basic features
2. Create, save, edit, print and close documents
3. Create a letter or invoice

Topics

Module Application	Outline
Microsoft Word	<ul style="list-style-type: none">• Opening and navigating Microsoft Word• Creating new documents• Saving documents• Opening and closing documents• Printing documents• Help topics• Highlighting text• Bold, italic and underline• Font size and format• Positioning text• Copy, paste, cut• Undo and redo• Spelling and Grammar• Simple keyboard shortcuts

Features

Hand-outs will be made available via the Internet and paper hard copy. Extra out-of-contact time support can be given (see prices/rates section).

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Notes