

COURSE SYLLABUS

Course Code **KEY01**

Course Title **Keyboard Shortcuts in Microsoft Windows and Office**

Duration 2 hours contact time
(One session is 2 hours)



Qualification media mount certificate of achievement

Training Level Intermediate

Prerequisites Ability to use Microsoft Word, Internet Explorer and Windows at a beginner level
(see Introduction to Microsoft Word and Searching the Internet courses)

Summary This course will enable the learner to utilise keyboard shortcuts and other quick
methods to enhance their computer experience.

Price Price Category D
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. Learn a variety of shortcuts in Microsoft Word, Windows and Internet Explorer

Topics

Module Application	Outline
Microsoft Word Shortcuts	<ul style="list-style-type: none">• Print• Open/Close• Save• Undo/Redo• Copy/Cut/Paste• Find/Replace• Select Text• Move mouse cursor
Microsoft Windows Shortcuts	<ul style="list-style-type: none">• Quick launch toolbars• Right-click options• Windows key• Function keys• Flip between programmes
Microsoft Internet Explorer	<ul style="list-style-type: none">• Full screen• Find• New windows• Refresh

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