

Microsoft Word Introduction Course Schedule

Unit Standard: 117924

Course Schedule

1. Creating a document
2. Saving and closing a document
3. Entering Text
4. Navigating and selecting in a document
5. Deleting text
6. Using undo and redo
7. Adding Headers and Footers
8. Working with margins and page breaks
9. Working with multiple documents
10. Working with views
11. Formatting text with borders and shading
12. Working with dates
13. Inserting special characters and symbols
14. Working with special effects
15. Changing character spacing
16. Formatting paragraphs
17. Setting tabs
18. Working with bullets and numbering
19. Spacing a document
20. Formatting pages
21. Working with templates and styles
22. Adding and removing sections
23. Footnotes and endnotes
24. Working with templates

ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per Person: R800-00

Venues: Our training room or yours

*Assessment and moderation of
submitted POE's @ R250 pp*

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