



Overview

At The IT Training Surgery we know that making time for learning new skills to improve your performance can be a challenge. We have developed a series of Microsoft Word Half Day Courses so that your teams can learn what they need in half day bursts.

Courses run at your premises and on your own computers.

Who should attend?

This course is for PA's, Administrative Assistants, Virtual Assistants, Office Managers, Office Assistants and anyone who needs to use Microsoft Word in their daily job and who does not feel confident.

Requirements

Attendees must be confident using the keyboard and mouse.

Aim

By the end of the course, you will be able to produce a basic letter and report.

What will I learn?

In particular you will be able to:

- Be able to find your way around and use the Ribbon and Quick Access Toolbar
- Create a New Document
- Enter and Delete Text
- Save your document to a local folder or a network folder
- Open Existing Documents
- Print Preview/ Printing
- Move around within a document

- Insert additional text
- Select text (mouse, keyboard)
- Format text – bold, italic, underline, font, size
- Text alignment
- The Undo/Redo Buttons
- Page Margins and Orientation
- Headers and Footers
- Bullets and Numbering

Time Table

Session 1

- The Ribbon and Quick Access Toolbar
- Create a new document
- Enter and edit text
- Text formatting, Moving around within a document
- Saving locally and on a network
- Print Preview and Printing

Session 2

- Selecting text with the Mouse and the Keyboard
- Page Margins and Orientation
- Adding Headers and Footers
- Bullets and Numbering



Next step:

To find out more about this course and any others, call **020 8203 1774** or visit www.theittrainingsurgery.com