



MICROSOFT WORD

Learn how to create great looking documents

Using Microsoft Word is a highly sought-after skill by employers and a skill for life.

Microsoft Word allows you to create letters, resumes, essays, manuscripts & other documents useful for work & everyday life.

Starting at the beginning & moving through all the most commonly used features this program is **suitable for new users OR users with experience** who are looking to improve their skills in Word 2016.

Classes are small and have supportive trainers

On completion of this course learners will receive a certificate of completion.

Course Cost:
\$20

Duration:
10hrs

Location:
Computer Lab
12 Violet Grove,
Wendouree

Participants must have basic previous experience using a computer.



Our pre-accredited training is recognised as an 'Other Government Program' and will count towards Job Seeker's monthly points required by Workforce Australia.

Wendouree Neighbourhood Centre

(03) 53030507 | reception@wnc.org.au

12 Holly Grove Wendouree | www.wnc.org.au

WHAT YOU WILL LEARN

Microsoft Word is a 10 hour pre-accredited program covering the following learning areas:

- Getting Started with Word
- Understanding One Drive
- Creating, Opening, Saving & Sharing Documents
- Formatting Text
- Using Find and Replace
- Using Indents and Tabs
- Line and Paragraph Spacing
- Creating Lists
- Inserting Hyperlinks
- Page Layout & Printing Documents
- Inserting Page & Section Breaks
- Creating Tables & Charts
- Checking Spelling and Grammar

Level 2 courses also available