



Word Level 1

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	FEE:		\$250.00 + GST

COURSE INFORMATION

PREREQUISITES:

Users should have a good working knowledge of Personal Computers, Microsoft Windows and should be comfortable using a mouse and computer keyboard.

COURSE DESCRIPTION:

This course is an introduction to Microsoft Word that will introduce users to the basic commands, functions and capabilities of Microsoft Word 2003. This course is instructor led and follows an easy-to-learn format using a course manual and takes advantage of in class exercises and examples to reinforce material covered.

COURSE GOALS:

Upon successful completion of this course students will be able to:

- Launch Word
- Be able to use the mouse and keyboard to make selections
- Create and edit documents
- Save, open and close documents
- Utilize the Help feature
- Efficiently move within a document
- Apply text formatting
- Move and copy text
- Use different document formatting methods
- Use Zoom and Print Preview
- Use proofing tools
- Use the Find and Replace features
- Print documents
- Understand file management techniques

MAJOR COURSE OBJECTIVES:

The objectives of this course are to introduce the new users to the basic operation of a word processing program using Microsoft Word for Windows.

COURSE FORMAT:

Lectures, demonstration, and lab time.

COURSE REQUIREMENTS**ATTENDANCE AND PARTICIPATION**

Students are required to be in attendance for the duration of the course to receive a certificate.

QUIZZES:

N/A

ASSIGNMENTS:

N/A

DETERMINATION OF FINAL MARK:

N/A

TEXT AND MATERIALS:

A manual and data files are provided

QUIZZES, TERM EXAMS, AND FINAL EXAM:

N/A

GRADES ON TRANSCRIPT:

N/A