

Microsoft Word 2016 Introduction

Create, print and publish real-world slide shows

Synopsis

The MS Word Introduction workshop provides participants with a sound grounding of this software which will enable them to create accurate and well-designed documents.

Course Topics

- Your first document
- Working with a document
- Viewing documents
- Working with text
- Cutting and copying
- Text appearance
- Working with paragraphs
- Working with pages
- Tabs
- Tables
- Pictures
- Performing a mail merge
- Printing your documents
- Getting help
- A guide to brilliant documents.

Course Details

Delivery:	Inhouse or Virtual delivery
Structure:	Interactive Workshop
Time:	1 day
Class Size:	Max 15
Cost:	On request

About the Trainer



Jack Coad is a Senior PC applications trainer having begun training in computing systems in 1980. Jack was a serving member of the RAAF in the CSD [Computing Services Division] and was responsible for all training for computer operators and electronic data processing operators.

Jack is an expert Microsoft Office Suite trainer, training at all levels and in all versions.