



Intermediate Microsoft Word 2007/2010



Course Description

Participants enrolling in this course will learn how to add graphics and drawings to a Word document and how to merge data to create form letters and certificates.

Outcomes

Upon successful completion of this course, participants will be able to:

- Add graphics to a Word document
- Use drawing tools to create shapes and outlines
- Add Word Art to a document
- Merge data from an Excel spreadsheet into a Word Document
- Use tables and organise data
- Add headers and footers to a document

Prerequisites

Participants who wish to enhance their basic word skills should do this course. They need to be able to create a basic word document and edit and format text.

Who can attend?

ALL HACC staff/volunteers

Date: Thursday 3 May, 2012

Time: 9.30-2.00pm

Venue: Level 3, Bowen Library, 669 Anzac Parade,
Maroubra Junction 2035

Cost: HACC staff/volunteers \$55 (prices include 10% GST)

Non-HACC staff/volunteers \$110 (Please contact VAST for more information on Non-HACC bookings)

The total training fee will be charged if less than 14 days notice is given of a cancellation.

Facilitator: **Anne-Maree Kerr** is the Training Coordinator at TRI Community Exchange and has extensive experience in the provision of IT training to the community sector, businesses and educational institutions. She is involved in coordinating affordable IT training workshops for government agencies, businesses and individuals.

Full payment is due at time of booking.

Please go to our website to download the booking form

<http://www.jnc.org.au>

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