



## Introduction to Microsoft Word 2007/2010



### Course Description

Participants enrolling in this course will learn how to set out a Word Document that is easy to edit and revise. Learn how to add text, clip art and tables.

### Outcomes

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

- Open and close a Microsoft Word Document
- Use the keyboard and mouse to navigate through a document
- Add text, numbers and symbols to a document
- Format a document using toolbars, menus and keyboard shortcuts
- Insert Clip Art
- Insert a simple table

### Prerequisites

No prior knowledge of Microsoft Word is required to attend this course.

<b>Who can attend?</b> ALL HACC staff/volunteers	
<b>Date:</b> Thursday 19 April, 2012 <b>Time:</b> 9.30-2.00pm	<b>Venue:</b> Level 3, Bowen Library, 669 Anzac Parade, Maroubra Junction 2035
<b>Cost:</b> HACC staff/volunteers \$55 (prices include 10% GST) Non-HACC staff/volunteers \$110 (Please contact VAST for more information on Non-HACC bookings)	
<i><b>The total training fee will be charged if less than 14 days notice is given of a cancellation.</b></i>	
<b>Facilitator:</b> 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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