

# Computer Training

## Introduction to MS Word



MTA House - Level 1, 83 Greenhill Rd, Wayville

**Fully-equipped Computer Training Classroom – small groups only!!!**

### Course Outline

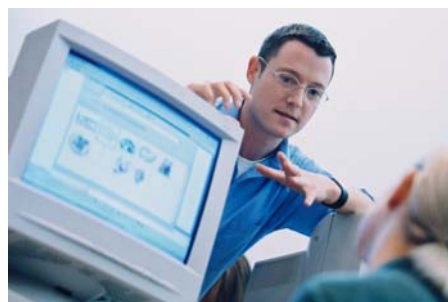
Introduction to Word teaches the basic skills necessary for working with Microsoft word. Topics include:

- Windows XP File Management
- How to use File, Edit and View
- How to use Insert and Format
- How to use Tools menus
- How to use Bullets
- Plus much more
- How to use the Format Toolbar
- How to use the Drawing Toolbar
- How to Customize your Toolbar
- How to create Signs with Borders
- Enter and Edit Text in a document
- How to use the Standard Toolbar

All development is conducted in group sizes of no more than 7 participants.

This ensures maximum learning and coaching from the course facilitator.

Your personal development is achieved in our dedicated computer training environment with the latest technology.



### Other Introduction Courses

#### Course Fee\*

**\$125**  
(+GST\*)



Microsoft Outlook  
Microsoft Excel  
Microsoft PowerPoint  
Microsoft Access

A booking form can be obtained by:

1. Phone **8208 4888** and request one to be sent to you
2. Email [info@automotivebusinesscollege.com](mailto:info@automotivebusinesscollege.com) and write "Booking Form" in the subject
3. Visit our website [www.automotivebusinesscollege.com](http://www.automotivebusinesscollege.com) and register for the course

