



Introduction to Microsoft Word

This course is designed for people who are new to using Microsoft Word or have not used Word in a long time.

This course will provide instruction on;

- ♦ Editing Documents
- ♦ Moving & Copying text
- ♦ Formatting characters & paragraphs
- ♦ Creating and managing tables
- ♦ Controlling page layout
- ♦ Using proofing tools
- ♦ Web features

This is a full day course, running from 9:00am to 3:00pm with refreshments all training materials supplied.

Limited spaces are available in each session, so please book early to ensure your place.

Investment: \$245 per person

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