

## COURSE DESCRIPTION

The Word Processing Course runs for 8 weeks.

The aim of this course is to achieve a proficiency in basics of *Word - Office 365* that will enable the preparation of documents encountered in the majority of word situations.

This course is “hands on” (one computer per participant)



### **Word - Office 365**

 68 MILL PARK DRIVE MILLPARK

 9404 4565

 [admin@millparkcommunityhouse.com](mailto:admin@millparkcommunityhouse.com)

 [www.millparkcommunityhouse.com](http://www.millparkcommunityhouse.com)

### **Word - Office 365**



**Mill Park**  
COMMUNITY HOUSE



  
Adult, Community and  
Further Education

## **COURSE OUTLINE**

---

### **Word - Office 365**

- Displaying and hiding toolbars
- The status bar
- Document windows Documents views
- Getting help
- The Office Assistant and the Help system
- Short cut menus and short cut keys
- Saving and printing documents
- Saving documents as templates
- Cutting, copying and pasting using the mouse.
- Character level formatting using menus, toolbar and keyboard
- Bulleted and numbers lists

## **MATERIALS**

- Inserting symbols characters and dropping capitals
- Paragraph level formatting using the ruler, toolbar and menus

### MATERIALS

All course Materials required will be given on the first session

### COURSE TIME

The Word Course runs on:

Tuesday morning: 9.30am-11.30pm

### COURSE PAYMENTS:

Payment for this course is to be made on enrolment.

Fees:

Full fees : \$120.00

Concession : \$100

## **ENROLMENTS**

**For Enrolment or further  
Information please contact  
MILL PARK COMMUNITY  
HOUSE**

**9404 4565**

**MILL PARK COMMUNITY  
HOUSE**

**68 MILL PARK DRIVE**

**MILL PARK**



Mill Park Community House



Millparkch68