

Word – The Basics

Aim: This basic training will help you to get to know Word and how to use the documents for your needs.

What will you need to bring?

- ✓ Your own laptop with Microsoft Word already installed and ready to go.
- ✓ Pen and paper for any notes you would like to make.

What do you learn in Word – The Basics?

- Ribbon – How to use the various sections of the ribbon and shortcuts.
- Some Shortcuts – Cut, Copy, Paste, Format Painter, Saving your Document.
- Selecting – various sections within your documents.
- Inserting Pictures
- Printing Documents – Page, Double-sided, Page Range.
- Exercises to practice (if time permits).

Extra Notes

For One on One Sessions

To cover the basics, you should allow 2 – 3 hours, this can be split into 2/3 x 1-hour sessions.

For Small Class Sessions

To cover the basics, this will be done in a 3 x 2-hour session.

Cost

\$70 per session

\$170 for all 3 sessions

All Fees must be paid prior to the 1st Session starting.

OFFICE LOCATION

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