

Word Processing with Vista and Word 2007.

Objectives

To gain competence with the use of the core features of MS Word 2007.

Description

The course deals with the use of MS Word 2007 for the production of documents such as formal letters or Family Histories, including the insertion of pictures and text boxes, changing fonts, font sizes and colours, numbering and bulleting of paragraphs.

It is a refresher for saving files and Cut, Copy and Paste.

It is provided as a two-week 'Getting Started' course and two single session courses on 'Inserting Pictures' and 'Text Boxes' which may be taken together or separately.

Prerequisites

A reasonable level of ability with the basic skills of using a computer is necessary.