

## Produce Simple Word Processed Documents Using Microsoft Word 2000

<b>General Description</b>	This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Word 2000 effectively.
<b>Learning Outcomes</b>	<p>At the completion of this courseware participants will be able to:</p> <ul style="list-style-type: none"> <li>• start Microsoft Word and navigate menus, toolbars and the application window</li> <li>• create and save a simple document</li> <li>• save documents to a variety of locations and change file names</li> <li>• insert and delete text using a number of methods</li> <li>• format a document using simple formatting tools</li> <li>• create a variety of everyday documents</li> <li>• move and copy text around a document</li> <li>• create tables with Word's tab feature</li> <li>• indent paragraphs and create bullet points</li> <li>• work with the main features of the page such as margins, headers and footers, page breaks and page layout</li> <li>• run a spelling and grammar check with the correct language settings</li> <li>• use print preview and other print options to print a document</li> <li>• find and replace text</li> <li>• create tables of various sizes</li> <li>• adjust and format tables</li> <li>• use text and page formatting features to enhance the look of your page</li> <li>• add password protection to a document, and hide text.</li> </ul>
<b>Target Audience</b>	This course is intended for people who wish to complete the requirements for the unit BSBCM213A - Produce Simple Word Processed Documents.
<b>Prerequisites</b>	This course is designed for participants with little or no knowledge of the software.
<b>Pages</b>	17 chapters, 230 pages, and 32,396 words!
<b>Approx* Duration</b>	99 exercises. Anticipated duration* of 16.5 hours. Course files can be downloaded from our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> .
<b>Methodology</b>	A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
<b>Companion Publications</b>	Watsonia Publishing produce a wide range of other training related publications and products. Please visit our web site at <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> for more details.

*\* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, December 02, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice*



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