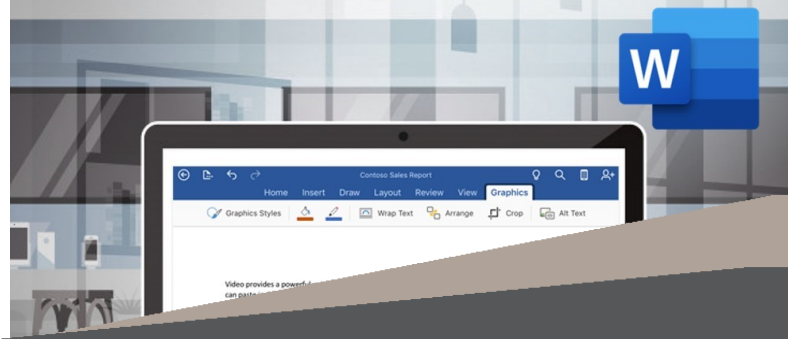


# MS Word 2010 (E-Learning Course)



R 995 Ex VAT



Course time: 243min



License valid for 14 days

## About the Course

This course will demonstrate step-by-step how to use Microsoft Word to create different types of documents, cutting, copying and pasting, saving different documents, line spacing, working with tabs, formatting backgrounds and working with graphics, columns, margins, tables and mail merge, themes and styles, bullets and lists and indexes and table of contents.

## Who Should Attend

This course is for anyone who wants to use Microsoft Word to create and edit documents.

## Modules That Form Part of the Course

MODULE NAME	ABOUT THE MODULE	MODULE DURATION
Start Using Word	This instructional course will walk you through the basics of Microsoft Word. Word is super easy to use and you can create all sorts of documents. This course will show you how.	20 Minutes
Word 2010 Basic	Everyone needs Word. If you use a computer, you're definitely going to be need Word. If you ever need to write anything down on a computer, you're definitely going to need word. If you want to live in the 21st Century... You've got the point. But have you got the absolute basics? Luckily, this course is a friendly introduction to the world of Microsoft Word. We'll get you off on the right foot – you'll be well versed with the Word doc basics by the time we're done with you.	75 Minutes
Word 2010 Intermediate	Microsoft word. The absolute king of word processing software. So, you know how to open and start a new doc. Congrats. Now let's step it up a gear. Now you need to print out posters for your garage sale. Or maybe your cat is lost and you need to tape its face and name to trees. This is exactly what this course is about. Well, not just that. This course will develop your Word skills and equip you with the know-how you need to get that little bit extra out of it.	70 Minutes
Word 2010 Advanced	Word 2010. Let's talk. It's been around so long yet it's still the front-runner in the word document world. So simple yet so many features to use and so many things to learn. Sure you can write a document but are you using Word to its full ability? You already know the basics. But you don't buy a fire extinguisher and just use it to blow out a candle. So this advanced course will make you a seasoned expert in that pioneer of a program we call MS Word. You can thank us when you're producing some seriously slick documents with great ease.	78 Minutes

**Please note that this course is made up of a series of short modules, and is not an exhaustive, in depth look at this topic.**



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