

Prime Solutions Training & Consulting Pty Ltd ABN 32083504429 P O Box 100, Lower Plenty Vic 3093 Ph: + 61 3 9457 4745 Fax: +61 3 9457 4785 www.primesolutions.net.au

## Word - Introduction

## 1/2 Day [3hrs] Hands On Training Course

Designed for **current users** of Word this session covers how to set up basic documents, insert page breaks, set up tabs, tables.

## Requirements

This session is best run hands on with participants utilising a computer

## What You Will Cover:

- Setting up documents
- Inserting Page Breaks
- Tabs & Tables
- Bullets & Numbering
- Basic Headers & Footers
- Formatting using the toolbar/ribbon
- Tips & Shortcuts to increase productivity