

WORD COURSES



GETTING IT RIGHT WITH PARAGRAPH FORMATTING

Level:

For beginners

Prerequisites:

Basics of Word – creating a document, moving around, modifying standard font and paragraphs formatting such as font type, size, bold, italic and underline, text alignment and setting the document up for printing, saving the file.

Audience:

Most suitable for people who are self-taught on Word and know the basic font and paragraph formatting, but lack understanding and/or struggle with some formatting tools such as indenting, tabs, etc.

Aim:

of this course is to fill the gaps in matter of font and paragraph formatting. This course or equivalent knowledge is a prerequisite for Word Long Documents

Overview:

- Selecting
- Applying Attributes
- Changing Font and Size
- Advanced Formatting Options
- Changing Case
- Paragraph Alignment
- Adjusting Line and Paragraph Spacing
- Indenting Paragraphs
- Setting Tabs
- Using the Format Painter

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Half day