

Training Course Information

Course Name:	The Basics 2010 (Internet & Word Processing)
Course Overview:	This course is for beginners who have no or minimal knowledge of word processing programs and the internet. This course will equip users with the knowledge required to use the internet and create word processed documents in Microsoft Word 2010. This course also addresses file organization.
Topics Include:	<p>File Organisation</p> <ul style="list-style-type: none">• Search• Creating Folders• Navigating to Different Drives• Cut, Copy & Paste• Deleting Files• File Types <p>The Internet</p> <ul style="list-style-type: none">• Internet Browsers• Buttons & Links• Go to a Specific Web Address• Search For ... (Search Engines)• Favourites/Bookmarks <p>Microsoft Word 2010</p> <ul style="list-style-type: none">• Getting Started• Editing• Formatting• Page Numbers• Saving• Printing
Pre-Requisites:	None
What's Next?	An Introduction to Word 2010 Word 2010 Basics
Note:	Each course can be tailored and/or combined with other courses to suit the client's needs.