



## Training Course Information

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<b>Course Name:</b>	Word 2010 Basics
<b>Course Overview:</b>	This course covers some basic but very useful features in Word 2010 from editing and formatting to tables and watermarks.
<b>Topics Include:</b>	<ul style="list-style-type: none"><li>• Editing</li><li>• Find &amp; Replace Text</li><li>• Theasaurus</li><li>• Indentations</li><li>• Tables</li><li>• Symbols</li><li>• Headers &amp; Footers</li><li>• Cover Pages</li><li>• Page Formatting</li><li>• Line &amp; Paragraph Spacing</li><li>• Page Margins &amp; Breaks</li><li>• Page Borders &amp; Colours</li><li>• Page Numbers</li><li>• Styles</li><li>• Watermarks</li></ul>
<b>Pre-Requisites:</b>	An Introduction to Word 2010 or equivalent knowledge
<b>What's Next?</b>	Word 2010 Basics – The Next Step
<b>Note:</b>	Each course can be tailored and/or combined with other courses to suit the client's needs.