

## CDU delivering Professional Short Courses

### Microsoft Word - Introductory

Microsoft Word, the world's most popular word processing software, provides many useful tools for writing reports and documents.

#### Designed for

This course is for people who have no prior knowledge or would like to review the fundamentals of Microsoft Word 2003 to create electronic documents. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

#### Learning Outcomes

By the end of the course, participants should be able to use Microsoft Word 2003 to produce various documents including letters, faxes, reports and basic flyers or newsletters.

#### Course Content

- Finding your way around the Microsoft Word 2003 screen
- Open, save and close documents and understand how documents are presented on the screen
- Create a new document
- Select and work with text in a document
- Format text in a document
- Use the various page settings in Word
- Manage documents efficiently
- Create and use tabs stops and leaders
- Create tables of figures and text
- Create the documents required for a merge, perform a merge and create mailing labels
- Insert a picture into a document, and move, resize and crop pictures
- Create new drawings, and resize, move, group, duplicate, and move drawing objects
- Create numerous business documents
- Access and use the help system and work safely with your computer.

**Course Duration:** 2 days

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**For More Info**

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