



DESCRIPTION

Microsoft Word ~ Hands on Workshop
A hands on computer training session

This 2 hour workshop will assist you to gain expertise in using the Columns, tables and word Art, to help you create your own flyers and newsletters.

DURATION

2 hour Workshop on your premises

LEARNING OUTCOMES

Course Outline

- Designing Newsletters
- Designing Flyers
- Using Word Art
- Using images and pictures



TEACHING METHOD

What will I get?

- Hands on workshop (computers)
- Workshop Handbook
- Disc to take home

ASSESSMENT

Participation in practical exercises 100%

PRE-REQUISITES

Using Microsoft Word

MATERIALS REQUIRED

Laptop / desktop computer & Pen

How do I book?

Please book to reserve your place by calling **Sue Pejic** on **0419 891 113** and complete mail or email the form below
Booking is essential as places are limited to 8 per session.

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Name: _____

Business Name: _____

Phone number: _____ Mobile _____

Website address _____

Experience with using Microsoft Outlook _____

Please be respectful of your fellow students and arrive on time for class.

