

Microsoft Word 2002

Module 1

Manual Code CTW1XP

Professional Series



General Information

General Description:	This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Word 2002 to create everyday documents and reports.
Learning Outcomes:	At the completion of this courseware participants will be able to: <ul style="list-style-type: none">• start Word 2002 and working with some of the essential features• open, navigate, view and close a document• modify, save, and print a document• create a new document• perform basic formatting on a document• work with the text in a document• copy, paste and move text• apply professional formatting to documents• create and modify tabs, bullets, and numbered lists• work with the various page effects• create and work with tables• create mail merges.
Target Audience:	This course is intended for people who are new to word processing and would like to learn how to use Microsoft Word 2002 to create professional documents and reports.
Prerequisites:	Whilst, this course has been designed for participants with little or no knowledge of this software. A knowledge of file management and creating folders in Windows is desirable.
Manual Specs:	12 chapters, 230 pages.
Course Duration:	86 exercises. Anticipated duration* of 12.0 hours
Course Disk:	A course disk is provided with each order
Methodology:	A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
Resource Sequence:	CTW1XP – Microsoft Word 2002 Module 1 CTW2XP – Microsoft Word 2002 Module 2

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants.*

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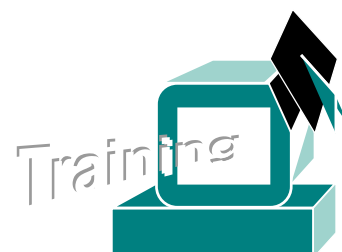


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