

Creative Office Beginners



INTRODUCTION

This 9 hour workshop is designed to carry on from the Basic Office Improvers course, or is appropriate for those learners who have learned to use a mouse, have basic word processing skills, and would like to learn more features of Microsoft Word.

WHAT WILL I DO

In each of the 3 sessions you will cover a different topic:

- Easy Labels

This session will show you how to:

- o Select the best label for your needs
- o Choose a font style, size and colour for your printing
- o Insert a picture or logo

- Additional Word Processing Skills

In this session you will learn to:

- o Add bullet points and numbers to lists
- o Insert page numbers
- o Use WordArt
- o Work with columns

- Creating Stationery

This session teaches you to:

- o Create letterheads for business or personal use by inserting text and graphics
- o Create a template
- o Save and print your work

HOW LONG WILL IT TAKE

This 9 hour workshop is run over 3 sessions of 3 hours each. The workshops run at various times throughout the year.

ENTRY QUALIFICATIONS

You need to be confident using a mouse and a keyboard and have basic word processing skills.

WHERE COULD IT LEAD

The course will provide you with the word processing skills to produce professional-looking documents with confidence. Those who wish to improve their skills further can enrol on a qualification course.

FEES

Full cost of the course is £22.50. Concessions may be available in some circumstances. Please ask for details.

HOW TO APPLY

Please contact the Sleaford Learning Centre for more details.

Boston College
Sleaford Learning Centre
3rd Floor The Hub

Navigation Wharf
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The Information on this Course Information Sheet is correct at time of print, but can be subject to change at anytime.

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