GS Course Outline:

Word: Word is used to create all forms of documentation from flyers to letters, forms and large reports.

Objective:
- Learn how to expertly use **Word**, understand show/hide codes, followed by experiencing the best way to set-up a page, apply formatting tools, insert details into a header or a footer, add page numbering, a bulleted or a numbered list and produce a high-quality document.

Prerequisite:
Basic Windows, Keyboarding and Mouse skills
Access to Microsoft Word software

Duration: **2 hours** (with a short break mid-way through if needed) – class opens 10 minutes early and stays open 10 minutes later for additional questions

Cost: Only $229.00 + HST (13%)

Topics:
1. Start Word
2. Save and Name a Document
3. Understand the View
4. The Default Document
5. Show/Hide Codes
6. Navigate a Document
7. Most Used Formatting Tools
8. Format Painter
9. A Bit About Tab Stops
10. Headers & Footers
11. Symbols and a Picture
12. Page Review, Setup & Printing

Hands-on Practice Lesson:

Rides-R-Us New Client Welcome Letter

*Course includes the **Word GS Skills Guide** for Reference*
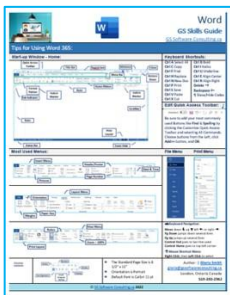
Word GS Skills Guide

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Or Visit the GS Bookings Calendar
London, Ontario Canada
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