

Word Processing on your Computer

Level:	Beginners
Tutor:	John Marshall
Start Date:	As per schedule
Length of Course:	4 weeks
Venue:	Hereford Academy Community Learning Centre

Course Content:

This short course is designed to continue on from the First steps course building on the knowledge already gained in word processing. Exploring more word processing tasks using MS Word 2003

- Retrieving documents and amending text and saving with new file names
- Using the spell checker
- Using the help menu
- Using print preview and printing out of work
- Saving work and backing up

Entry Requirements:

You need to have a small amount of computer use and be able to carry out simple word processing tasks to attend this course

Materials:

- A notepad and pen

How do I apply?

Please contact 0800 0321986 for an application form or visit www.hct.ac.uk.

Attendance:

4 weeks

Further Courses in our Computers, Media and Film Range

First Steps on a Computer
Complete Basic Digital Photography Course
Spreadsheets on your Computer
Databases on your Computer
PowerPoint presentations on your Computer
Introduction to Digital Imaging
Desktop Publishing on your Computer Part 1 & 2
Introduction to Digital Photography Workshops
Introduction to Digital Video
Creating a Digital Photography Story
Internet & Email

Please contact 0800 0321986 for further information or visit www.hct.ac.uk