

44-Word

<u>Course Duration</u>	<u>Target Audience</u>	<u>Language</u>	<u>No.Trainees</u>
25 hours	all graduated	English	20:25

Content

- Create and save documents
- Edit and format documents
- Create standard tables
- Use pictures and images
- Import objects
- Use mail merge tools



Objective

To understand and accomplish basic operations associated with creating, formatting and finishing a word processed document ready for its distribution.

Prerequisites

General background in using computers