

# Microsoft Word

## Basic Level



### College of Electrical Training (CET)

9 Cressall Rd, Balcatta WA 6021

PO Box 811, Balcatta WA 6914

Ph (08) 9240 7700 Fax (08) 9240 4349

5 Avior Avenue, Jandakot WA 6164

PO Box 3857, Success WA 6469

Ph (08) 9417 8166 Fax (08) 9417 8766

[www.cet.asn.au](http://www.cet.asn.au)

*Connect Your Mind*

## Session 1

### Letters

- Create a simple letter using Word
- Save & close your document
- Retrieve your document for editing
- Use simple appearance effects, eg bold, centre, underline & colours
- Spell check documents
- Preview & print documents
- Locate & describe the function for screen elements
- State the difference between save & save as
- Work with multiple files
- Type lists of information using tables

### Course Duration

4 hours per session

### Course Fees

\$80.00 per session

### How to Enrol

Complete the course registration form overleaf & return the document to the College of Electrical Training together with your payment of course fees.

## Session 2

### Efficient Text Manipulation

- Fast ways to select your text
- Move text within a document
- Copy text from one document to another
- Copy information from other applications, eg putting a spreadsheet chart into a report
- Select text using keyboard shortcuts & mouse
- Use keyboard & mouse actions to move to a desired location within a document
- Efficiently rearrange text within a document
- Work with indented text
- Copy formatting from one section of text to another
- Create simple numbered & bulleted lists
- Add simple page numbers & page breaks to a document

## Cancellation Policy

8 days or more prior to course commencement 100% fee refund

2 to 7 days prior to course commencement 90% fee refund

1 day or less prior to course commencement Nil fee refund

## Skills Recognition

Our skills recognition process benefits students, who have achieved prior training skills or knowledge and applies to Skills Recognition, Recognition of Prior Learning (RPL), Credit Transfer, Advanced Study or Exemption.

If you believe you are entitled to any of the abovementioned we encourage you to fill out the Application Form for Skills Recognition, which is available from our administration team. Your application will be assessed on an individual basis.

Should you have any queries please do not hesitate to contact:

### Balcatta Campus

Phone: (08) 9240 7700

Email: admin4@cet.asn.au

### Jandakot Campus

Phone: (08) 9417 8166

Email: admin14@cet.asn.au

## Registration Form - Microsoft Word

Balcatta Campus  Jandakot Campus

How did you find out about the CET? \_\_\_\_\_

Surname \_\_\_\_\_

First Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Private Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

Facsimile \_\_\_\_\_

Company \_\_\_\_\_

Company Address \_\_\_\_\_

Company Ph No. \_\_\_\_\_

Course Date \_\_\_\_\_

**Course Fees (based on minimum class size of six) - Fees are subject to change**

Please find enclosed my cheque / money order / credit card authority / company purchase order payable to the CET for (please tick):

**Session 1**

\$80.00

**Session 2**

\$80.00

Total Payment Enclosed: \$ \_\_\_\_\_

Paid by (if other than student, please provide name and address details)

\_\_\_\_\_

\_\_\_\_\_

**Registration on this course is subject to receiving payment of course fees.**

**The College of Electrical Training (CET) is the major private training provider for the Western Australian electrical & telecommunications industries, also delivering training for the general public.**

**Excellence in customer service is our priority & you will find that in comparison with other colleges the CET is outstanding. See it for yourself!**



Please forward your course registration form together with your payment to:  
See address details on front page



**College of  
Electrical  
Training**