

Microsoft Word

Basic Level



College of Electrical Training (CET)

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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

Taya Marshall

Phone: (08) 9240 7700

Email: admin4@cet.asn.au

Jandakot Campus

Jessica Kalmund

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)

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

