

Jenny Labbett Computer Services

Making the most of Microsoft Office



Word Introduction: Session 2 (of 2)

Two half-day sessions.

Pre-requisites for this course: attendance at Word Introduction Session 1.

HALF-DAY (3 hours)	<ul style="list-style-type: none">• recap of Session 1 topics• using Page Setup to set margins• simple page numbering• Print Preview• printing a document• paragraph formatting<ul style="list-style-type: none">• line spacing• aligning paragraphs• moving and copying text using Cut, Copy and Paste• using the right mouse button in Word
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(delegates should attend session 1 and session 2)