

Introduction to Word

North East Scotland College

Venues

Off campus

Content

Microsoft Word is an excellent word processing package that enables you to produce a wide range of documents, ranging from letters and memos, to posters and flyers. This open learning unit will demonstrate the different features and show you how to get the most out of the software.

You will cover the following topics:

Word Layout; Open, close, save and delete documents; Using a mouse; Cut, copy and pasting text; Print; Formatting text; Spelling and grammar; Searching and replacing text; Formatting paragraphs - line spacing, indentation, bullets and numbering; File Management - folders and files

At the end of the course you will test your knowledge via an end of course test.

Start Date

Flexible

Qualification

Other

Study Method

Distance and Flexible learning

Course Length

6 months

Department

Computing

Entry Requirements

No formal entry requirements. All students are assigned a login to Microsoft Office 365 which includes online access to Microsoft Word 2016 at no extra cost.

SCQF Points

«SCQFPoints»

Progression Routes

ICDL (International Computer Driving Licence) 2016

Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

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