

Course: Returning to the Workforce Workshop

Duration: Two day

Course covers the following topics:

- Learn Windows
- Send emails via Microsoft Outlook
- Search the Web
- Learn the basics of Microsoft Word
- Learn the basics of Microsoft PowerPoint
- Learn the basics of Microsoft Excel

At completion of the course students will be able to:

Identify the Windows Screen
Windows icons
Start & shutdown
The taskbar
Start programs
Pin programs & documents
Understand the Outlook screen
Send and receive emails
Mark emails with priority
Attach files
What is the WWW?
Understand the URL
Type in addresses
Bookmark websites
Create documents in Word
Insert Tables
Formatting a document
Print a document
Create presentations in PowerPoint
Insert images, shapes and charts
Run a slideshow
Print handouts
Create a spreadsheet in Excel
Insert formulas and functions
Create a range
Print a spreadsheet



We also offer courses in

Adobe

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All students receive:

A Microsoft Certified Instructor
Comprehensive Training Manual
Course Certificate
Unlimited Telephone/email Support
Additional onsite support at a cost effective rate to suit specific needs

100 Walker Street,
North Sydney
Mobile: **0488 559 230**
www.mmtree.com.au