Microsoft Word 2010 - Level 2

Course Code DV02926

This course is offered over 1 day (6 hours) for intermediate users of Word. It will be assumed that participants will have a basic understanding of Microsoft Word as they will be provided with further knowledge to utilise the abilities of the program. (Max. 20 participants as laptops will be provided)

Topics include but not limited to:-

- Navigation pane; multiple documents; formatting techniques; create and work with various types of tabs;
- define and modify lists; table features and format of tables;
- building blocks; styles; themes; templates; section breaks;
- headers and footers; mail merge wizard; insert and work with pictures; drawing and illustrating tools in.

Dates & Venues:

Monday 6 March, 2017. Scone High School

Tuesday 7 March, 2017. Peel High School - Tamworth

Monday 13 March, 2017. Glen Innes Public School

Tuesday 14 March, 2017. DoE Office - Moree

Time: 9:00am – 3:00pm

Cost: $88.00 (including GST) Government Schools

Target Audience: School Administrative Support Staff

Payment details: Payment arrangements are to be discussed with the school principal as the workshop cost will be collected by direct debit from the school’s bank account following registration in the workshop (as per memo, Professional Learning Activities – Financial Arrangements published InPrincipal 30 June 2006). For organisational reasons, a refund of costs will not be given where notification of withdrawal is received less than 5 working days before the date of workshop.

Enrolment: All participants must complete online enrolment for this course and will receive confirmation of attendance by return email to their personal @det email address.

Click here to access MyPL: DV02926

Clicking this link takes you to the DoE Staff Portal login page, and once authenticated, to a list of available sessions for the course. Click the Attend Session button to enrol in the session of your choice.

For more information contact

SASS Reference Group - Tamworth
T 026776 4120
175 Rusden Street, Armidale, NSW, 2350
E SRGTamworth@det.nsw.edu.au