

INTRODUCTION TO COMPUTING TRAINING

ENROL NOW

www.front-line.co.nz 0800 287 754



INTRODUCTORY COMPUTING TRAINING

1 DAY COURSE

Basic computer skills are a must have across a multitude of industries and now within every day life. This course will give you the opportunity to learn the foundations of Microsoft Word, Excel and Outlook to provide you with the confidence to work with Microsoft Office applications. The content will cover topics such as launching Microsoft applications and how to create, review, edit and print documents. This is an entry level course which will be a great resource for individuals who are not competent or confident working with computers or Microsoft applications.



Entry Requirements

- Designed for little or no experience in this field
- Enthusiasm to learn



Course Content

- Understanding and launching Windows and Microsoft applications
- Working with pre-designed templates
- Creating and formatting documents
- Using Office Back Stage, Quick Access Toolbar and Basic formulas



Investment

- 9am – 3pm at Front-Line Training
- A digital certificate upon completion
- Tea and coffee provided
- Limited seats available

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or for more information



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training consultancy