

## **Basic Word 2007**

### **College Certificate**

**Awarding Body** Redcar & Cleveland College

#### **Course Details**

The course will cover:

##### Starting Out

- Screen layout
- Opening new file
- Opening an existing file
- Views
- Office assistant

##### Setting Up

- Layout
- Margins

##### Tools

- Spelling
- Thesaurus
- Basic formatting
- Basic drawing

##### Finishing Up

- Printing and print preview
- Saving



REDCAR &  
CLEVELAND  
COLLEGE

# Course Information

**ALL FEES ARE SUBJECT TO REVIEW  
PLEASE REFER TO PART TIME PROSPECTUS**

<b>FACTFILE</b>	
Attendance	Part Time
Duration	1 day
Starting	10/02/2012
Location	Corporation Road
Timetable	Friday 09.00-16.00
Course Tutor	Sam Beel
Revision Date	December 2011
Division	Computing Information and Technology

***For further information contact:***

Redcar and Cleveland College  
Corporation Road  
Redcar  
TS10 1EZ

Tel: (01642) 473132  
Fax: (01642) 490856