

Microsoft® Word “The Essentials” Stage One Skill Assessment

PURPOSE

The purpose of this course is to ensure that the Word user has a strong understanding and background on all the Essentials skills required by all Word users. Hence the title The Essentials Stage One, view the Detailed Course Outline and if you are not able to tick more than 50% then you should attend The Essentials Course. This course is fundamental to all Word users particularly those that are Self-Taught.

PREREQUISITE

This course does assume you have an understanding of using a mouse, keyboard and general ability to open and close a program like Word.

RELEVANCE OF COURSE CONTENT

DO YOU NEED TO BE ABLE TO...	Tick?
Use Word?	<input type="checkbox"/>

If any of the above apply to you then this course will be relevant to your requirements

SKILLS REQUIRED

DO YOU HAVE...	Tick?
Use a mouse	<input type="checkbox"/>
Use a keyboard	<input type="checkbox"/>
Open and close a program	<input type="checkbox"/>