



## Computer Skills Training

### CST-08-MWD1

#### Course Title

Microsoft Word 2003 Level-1

#### Course Duration

½ Day (3hrs)

#### Pre-Requisite

Familiar with using computer and has a basic skills of using Microsoft Office applications. Should have Equal Skills or equivalent certification

#### Course Content

- Getting started with Word Application
- Handling Documents and Introduction to Toolbars
- Creating Word Documents
- Managing Multiple Documents

#### Certification

OPS Certification of Word Application

#### Minimum Delegates Per Course

3

#### Course Commencing

Available on request

#### Provider

OPS International Ltd, Manchester

#### Other Courses

Production Process

Electrical Training

Mechanical Training

Planning & Control

Instrumentation

Driver Training

Health & Safety

English Language Course



Cert No. 6157

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