

Quest

Introduction to Word Processing

8 Weeks, FREE



Looking to enhance your computer skills and progress beyond being a beginner? Ideal for someone in a club or committee looking to help with the secretarial side of the organisation. All of our Quest courses are flexible and student-driven, however the following areas will be covered on the course:

- **Introduction:** Learn the essential keys on a keyboard and how to set out and type a standard letter.
- **Formatting:** Using different fonts, font sizes, bold, italic and underline. Colour will be used to format fonts and highlight text.
- **Editing:** Use the cut, copy and paste features and use the undo and redo facilities.
- **Tables:** Inserting tables to display data or to use as an aid to layout. Adding borders and colouring the rows and columns.
- **Tabs:** Learn how to use tabs effectively and discover what the ruler at the top of the page is for.
- **Mail Merge:** Setting up and using Mail Merge to send letters to multiple recipients or for labels.

For information on dates, times and locations, please see our latest [Quest](#) timetable and booking forms - available in all libraries or online at www.west-dunbarton.gov.uk/quest

