

# MICROSOFT WORD FOR BEGINNERS

Microsoft Word is the most commonly used software in offices. This Nationally Recognised online training course aims to provide new users with the essential skills needed to create, edit and print professional looking documents using text, tables, lists and pictures as well as covering simple mail merge.

## What will you learn?

Upon successful completion of this **online** course, participants will be able to:

1. Work with the basic features of Word
2. Create a range of simple documents
3. Use font formatting techniques such as bullet points, numbering and styles
4. Format paragraphs
5. Create and modify tabs and tables
6. Insert and work with clip art and pictures
7. Use the Mail Merge Wizard to perform mail merges
8. Print a document

**Unit of study:** **BSBITU306 Design and produce business documents**

**Element:** **Select and prepare resources**

**Performance** Select and use appropriate technology and software applications to produce required business documents  
**Criteria:** Select layout and style of publication according to information and organisational requirements  
 Ensure document design is consistent with company and/or client requirements, using basic design principles  
 Discuss and clarify format and style with person requesting document/publication

**Element:** **Design document**

**Performance** Identify, open and generate files and records according to task and organisational requirements  
**Criteria:** Design document to ensure efficient entry of information and to maximise presentation and appearance of information  
 Use a range of functions to ensure consistency of design and layout  
 Operate input devices within designated requirements

**Element:** **Produce document**

**Performance** Complete document production within designated timelines according to organisational requirements  
**Criteria:** Check document produced to ensure it meets task requirements for style and layout  
 Store document appropriately and save document to avoid loss of data  
 Use manuals, training booklets and/or help-desks to overcome basic difficulties with document design and production

**Element:** **Finalise document**

**Performance** Proofread document for readability, accuracy and consistency of language, style and layout prior to final output  
**Criteria:** Make any modifications to document to meet requirements  
 Name and store document in accordance with organisational requirements and exit application without data loss/damage  
 Print and present document according to requirements

**Study when you want! Access your course content anytime, anywhere, from the comfort of your own home or workplace.**

# Frequently Asked Questions

## WHAT ARE THE ASSESSMENTS?

Relax! There are no set exams or test. Programs offered by Medical Administration Training Pty Ltd incorporates competency-based assessment. Competency-based training emphasises what a person can do in the workplace as a result of completing the training. You will complete assessments during the course to demonstrate you have attained the required skills and knowledge by completing various activities and projects and answering questions.

## WHAT ARE THE COURSE FEES?

The total fee for this course is \$250

## WHAT IS INCLUDED IN THIS COURSE?

- All learning and assessment material
- Trainer Support during business hours

Upon successful completion of this course you will receive a nationally recognised Statement of Attainment

## HOW LONG DOES THE COURSE TAKE?

All students are allocated up to 8 weeks to complete their course, however as this is a self-paced course you can complete in much less time should you wish

## WHEN CAN I START?

You can start as soon as you have enrolled .

## IS THERE ANYTHING I NEED TO COMPLETE THIS COURSE?

There are five ACSF Indicator levels. 1,2,3,4,5. [Click here](#)  
This course requires students to have foundation skills levels Numeracy 2, Learning 2, Writing 3, Reading 3, Oral Communication 3 in English.

You will need:

- Basic computing skills
- Access to a computer and the internet
- Access to Microsoft Word.

Enrolment Terms and conditions can be viewed in our Student Handbook [Click here](#) .

## WHAT SUPPORT IS PROVIDED?

At MAT we understand that returning to study or learning online for the first time can be a little daunting. From the moment you enrol you will have our support. Just send us an email or call we are happy to step you through.

Each student will be allocated a trainer support officer to guide them through their study journey. They can be contacted during business hours. Students have unlimited access to their trainer support and there is no additional cost for this service.

## CAN I CONTINUE MY STUDIES WITH MEDICAL ADMINISTRATION TRAINING?

Absolutely! Medical Administration Training offers fully accredited training in Certificate III up to Diploma level qualifications in Health Administration. We also offer a number of industry specific short courses. All our successful students are offered further discounts on our courses (not applicable for funded courses).

## Why study with MAT

**Medical Administration Training Pty Ltd (MAT)**  
is a specialist provider of administration courses to the health industry. We have been delivering these courses Australia wide since **2004.**

## WE AIM TO PROVIDE THE BEST QUALITY TRAINING COMBINED WITH OUTSTANDING STUDENT SUPPORT

- You can enrol any time (no set intake dates)
- Excellent advice and support – All our trainers are qualified and have current industry experience
- You can study at the time and place that works for you




## APPLY NOW

## ABOUT US

We are a privately owned Australian based Registered Training Organisation (RTO 31078). Our courses are nationally recognised. As a student of Medical Administration Training Pty Ltd you will be a valued member of an organisation that really cares about your success.

You'll get ongoing advice and learning support from your own dedicated mentor, and you'll learn from highly skilled, experienced trainers who are 100% committed to your success.

**FOR MORE INFORMATION OR TO TALK TO A COURSE ADVISOR, PLEASE CONTACT US:**

 **1300 887 082**  
 **info@medtrain.com.au**  
 **www.medtrain.com.au**

  
**MAT**  
MEDICAL  
ADMINISTRATION  
TRAINING