

# Computer Training – Word Processing

## QQI Level 6



**This training course is FREE & designed for YOU!**

<b>VENUE:</b>	<b>Mandate Training Centre, Distillery Road, Dublin 3</b>
<b>DATE:</b>	<b>Wednesday 8<sup>th</sup> March 2017 – Wednesday 31<sup>st</sup> May 2017 (Each Wednesday Evening x 12 Weeks)</b>
<b>TIME:</b>	<b>6:30pm – 9:30pm</b>

### **WHAT YOU WILL LEARN:**

- To manage a word processing application to include customising menus and toolbars and automating common tasks by using macros
- To utilise advanced file handling techniques
- To generate complex documents
- Organise information of different types within a document
- To format complex documents
- To edit complex documents using advanced editing techniques and tools
- To prioritise efficient work practices in relation to the use of the computer, printer and materials
- To take responsibility for own work and or the work of others while planning and adhering to timelines within a supervisory capacity.

**Contact Mandate's Training Centre by Monday 27<sup>th</sup> February on 01-836 9699 or email [mandateotc@mandate.ie](mailto:mandateotc@mandate.ie) if you are interested in taking this course**

Training is free to Mandate Members but courses are also open to Mandate Members who are currently unemployed. All courses need a minimum of 10 participants and may form in your are based on the level of interest.