

# Beginners Word (Part-Time)

Beginners Word

Course Content:

- Creating, opening, and saving documents
- Printing your documents
- Selecting text with the mouse or keyboard
- Cut, Copy and Paste
- Fonts
- Font formatting

## Entry Requirements

None

## Career Prospects

Beginners Word This covers the basic operations of using Word, and is an introduction to the interface and set up of different documents

## Assessment

Observations and Portfolio work

## STUDY MODE

SC

## LOCATION

Newtown College - 0330 818 8100

Brecon Beacons College - 0330 818 8100

## COURSE LENGTH

4H

Coleg Afan  
Coleg Bannau Brycheiniog  
Academi Chwaraeon Llandarcy  
Canolfan Ragoriaeth Adeiladwaith Maesteg  
Coleg Castell-nedd  
Coleg Y Drenewydd  
Coleg Pontardawe  
Canolfan Adeiladwaith Abertawe

Afan College  
Brecon Beacons College  
Llandarcy Academy of Sport  
Maesteg Construction Centre of Excellence  
Neath College  
Newtown College  
Pontardawe College  
Swansea Construction Centre

