



GoBooks

Online

Certificate in Using Microsoft Word



03 4710 5966



www.gobooksonline.com.au



16 Sydney Street Kilmore 3764

ABN: 96666393326

Certificate in Using Microsoft Word

About Us

Established in 2023 in response to demand in the Central and North Central Regions in Victoria for courses that focus on work skills needed in the regions, Go Books Online offers courses in Accounting and Bookkeeping, Payroll Management, Workplace Skills for entry level job applicants in office environments, Project Management, Office Administration, Business and Leadership for mid-level Business Managers and Small Business Owners.

Centrally located in the town of Kilmore in the historic Kilmore Town Hall built in 1894, and right beside the Kilmore Town Library, our Campus is central and accessible in less than 50 minutes' travel by car from Bendigo, Ballarat, Whittlesea, Tullamarine, Craigieburn, and the Northern suburbs of Melbourne.

Public Transport is readily available with a bus stop at our front door and ample free car parking adjacent to our campus.

Our Student Focus

Our Trainers and Assessors, Student Support Team and Administration Team all have extensive experience in both Vocational Education and Training and learners' area of study.

We understand the challenges and successes that students can experience during their course. As learners travel their study journey learners are supported and advised by staff that have experienced the same path.

Access and Equity

We welcome learners from diverse backgrounds who enrich our learning community.

We provide a safe learning environment for all learners.

We work with our students to facilitate non-traditional and flexible pathways into our courses and support our students throughout their learning journey.

Certificate in Using Microsoft Word

About This Course



This introductory word course is ideal for students that are wanting to refresh skills or learn new skills using Microsoft Word to edit templates, create documents and forms in the workplace.

Course Details

Week 1. Introduction to Microsoft Word

- 1.1 Introduction
- 1.2 The Word Environment
- 1.3 Entering Text
- 1.4 File Operations
- 1.5 Selecting Text
- 1.6 Copying, Cutting and Pasting
- 1.7 Editing Text
- 1.8 Undo and Redo
- 1.9 Correcting Spelling, Word Usage and Grammar
- 1.10 Printing a Document
- 1.11 Help
- 1.12 Exiting Word

Week 2. Produce Documents

- 2.1 Apply Basic Design Elements to Documents
- 2.2 Check Document to Ensure all Requirements are Met

Week 3. Formatting Documents

- 3.1 Formatting Characters
- 3.2 Symbols
- 3.3 Formatting Paragraphs
- 3.4 Using Tab Stops
- 3.5 Page Formatting

Delivery

Duration of Course

Entry Requirements



Week 4. Effective Word Processing

- 4.1 Find and Replace Text
- 4.2 Working with Multiple Documents
- 4.3 Tables
- 4.4 Numbered or Bulleted Lists
- 4.5 ClipArt
- 4.6 WordArt
- 4.7 Macros

There are 2 options available for learners to complete this course. Learners may elect one of the following study options.

- **Online:** 100% self-directed online learning with access to tutorials for all modules.
- **Classroom:** Classroom attendance 2 hours per week at our Kilmore Campus.

4 Weeks

This is an open entry course with no pre-requisites required for entry.

We do recommend that all learners applying for entry to this course:

- Are over 18 years of age at the time of commencement.
- Have successfully completed a year 12 certificate or equivalent.
- Have a strong grasp of computer/technical skills.
- Microsoft Office (or freeware equivalent) installed on their computer.
- Access to a reliable high-quality internet connection.
- Adequate literacy/numeracy skills.

Assessments

Assessment tasks will vary amongst individual units and may include:

- Knowledge Questions
- Case Study and Scenario's

Online and Classroom Learning Experience

Go Books Online have developed this qualification with student needs as a focus.

Learners have the option to complete their course in one of three modes. Classroom, mixed mode or via distance online.

Another great benefit is the advantage of the Go Books Online learning material and assessment design is that it allows students to develop knowledge and skills and more importantly, see how it is actually applied. Included in all courses is a simulated business that supports students to practice real work tasks.

Learners have access to our online reference library Macedon Ranges Education Learning Resource Centre, where learners can complete micro credentials that cover the soft skills required to succeed in any career, such as communication, budgeting and problem solving. Real world scenarios are used to provide context and immerse learners.

Learning Support

Students can choose how they wish to study online with access to full support, relevant learning materials and optional virtual classroom collaboration opportunities. The online self-paced learning available via the Learning Management System (accessible from any internet browser) is suitable for those who may be taking up study and education again after some time and for those who are currently employed that want to learn more about what they are doing and formalise their skill sets.

The format of the materials is easy to understand and easy to navigate. When it comes to completion times and making study work in with your calendar; students are given a full 6 months to complete this course, and if need be, students can apply for a course extension for extra time to balance work, study, and life commitments.

Certificate in Using Microsoft Word

Learning Materials and Learning Management System

Learners access all course materials, live classes and supporting documents for their course through their Learner Portal making accessing their learning materials, class and self-directed learning activities easy.

In addition to the accessible and easy to understand self-directed learning materials, the course gives students additional options on how to best engage with their study commitments.

Within the live forum students are given the opportunity to engage with and ask their educator questions about

study material all whilst getting to know the other students completing the course and developing their future professional network. To compliment the self-directed and standalone learning component, students can access weekly live or recorded virtual tutorials that form part of the initial enrolment fee.

In live tutorials students will develop a deeper understanding of the learning material in addition to the assessment requirements.



Student Support



Throughout their study time with Go Books Online, each student is supported by a fully resourced student support team trained in managing the needs of today's students.

Whilst completing their qualification, students have access to unlimited e-mail and phone support with our experienced student support team between Monday to Friday, 9am – 5pm, so they are never left to feel 'lost' or stuck during their studies.

Furthermore, when it comes to more technical and content specific queries, students are also encouraged to book additional one-on-one time with their trainer to get that extra study support and confidence.

Certificate in Using Microsoft Word

How to Enroll



You can enroll online by clicking the 'enroll' button on your course of study page, or by reaching out to us via phone (03)47105966 or by emailing contact@mymre.com.au.

To complete your application will need to ensure you have:

- Access to a stable internet connection.
- A laptop or desktop computer to complete your application and your course.
- An email address.
- A debit card or credit card to pay for your enrolment or access to PayPal or another digital form of payment.

Fees

Your course fee is made up of the fee for the course learning material and other fees relating directly to your course, and miscellaneous fees and charges.

Some courses require learners to purchase additional materials such as software. Materials and activities fees are the actual costs of essential materials, equipment, activities, and excursions that you will need to complete your course and are over and above the course fees.

If this is required, it will be stipulated on the course page on our website and in the Course Information Brochure. There are no additional materials, activities, or miscellaneous fees payable for this course.

All fees are payable on enrolment.

Frequently Asked Questions



Can I complete my study completely online?

Yes, all of our courses can be studied online and do not require physical attendance.

When can I start?

Students that elect to study online/distance can enroll any time and do not need to wait for set intake days. Students that are enrolling in the on-campus classroom option will be advised of the start date on application to their chosen course. If enrolled in the online/distance option, most students will get started within 48 hours (excluding holiday closure periods which will be notified via our website.)

Can I pay on a payment plan?

Yes, interest free payment plans for select courses are available directly from Go Books Online via GoCardless. Payment plans are only available for a full course enrolment fee over \$500.00.

What support will I have available?

We offer unlimited phone and email support for students between Monday and Friday, 9am – 5pm via our Student Support Team.

We also encourage students to take part in our live virtual tutorials which are hosted live via zoom with a trainer, allowing students the opportunity to discuss their learning, have a deeper understanding of course material and to ask questions in real time.

These tutorials are also recorded and provided to students to watch in their own time if they prefer via their Learner Portal.

Our Campus and Facilities



Located at 16 Sydney Street Kilmore Victoria, we are proud custodians of the Kilmore Town Hall built in 1894. This two (2) story red brick building was built to house a large police presence in the town in the late 1800's as Kilmore became a major freight and supply centre.

We are located beside the Kilmore Town Library, our Campus is central and accessible in less than 50 minutes' travel by car from Bendigo, Ballarat, Whittlesea, Tullamarine, Craigieburn, and the Northern suburbs of Melbourne.

Classrooms and Study Areas



Two (2) adjoining small group classrooms are located on the ground floor of our building and each room has the capacity to seat 8 students.

These rooms are equipped with whiteboards, projectors and students and trainers/facilitators have access to our high-speed fibre internet connection.

Additional audio support is available to trainers/facilitators by our sound system with via lapel microphones or headsets. These rooms have connectivity to webinar and live broadcast channels via our student management system and Microsoft Teams.

Our upstairs classroom has the capacity to seat 25 students and is equipped with whiteboards, projectors and students and trainers/facilitators have access to our high speed fibre internet connection.

Additional audio support is available to trainers/facilitators by our sound system with via lapel microphones or headsets.

These rooms have connectivity to webinar and live broadcast channels via our student management system and Microsoft Teams.

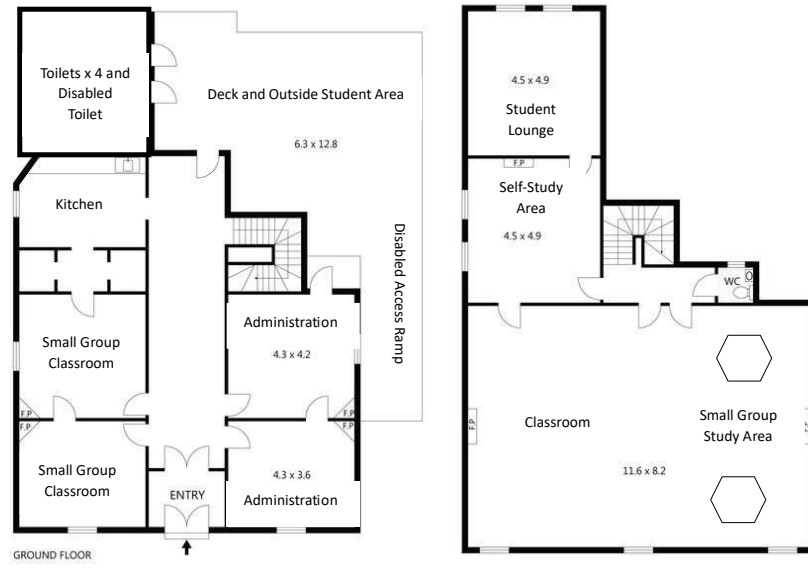
A feature of our upstairs classroom is the small group study and activity areas.

In this space students are able to undertake self-study or small group activities whilst having access to the internet and connectivity to webinar and live broadcast channels via our student management system and Microsoft Teams.

Students are also provided with a Student Lounge area for breaks and self-study.

Certificate in Using Microsoft Word

Campus Map



Where to find us

Map Co-Ordinates

-37.293993, 144.951661

Street Address

16 Sydney Street

Kilmore 3764

Plus Code

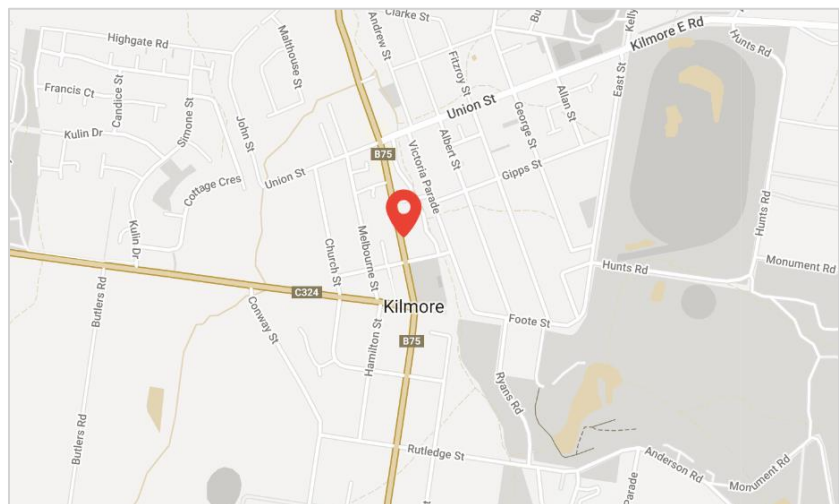
PX42+CM3 Kilmore, Victoria

Post

PO Box 207 Kilmore 3764

Online

www.gobooksonline.com.au



Certificate in Using Microsoft Word

Contact Us

Online

www.gobooksonline.com.au

Phone

(03) 47105966

Email

contact@mymre.com.au

Visit Us

Opening Hours 9am – 5pm

16 Sydney Street
Kilmore
Victoria 3764

QR Code

