



# Microsoft Word - Tips & Tricks

Learn how to navigate Microsoft Word and use common keyboard shortcuts to create simple word documents. This workshop will show you how to insert Headers and Footers; use built-in Styles to create headings and sub-headings; use functions such as Find and Replace and tables to organise information. By the end of this workshop you will be able to format Ethnic Schools Policy and create a flyer.

**Please bring a laptop and a USB to this workshop.**

**Presenter:** Kate Quane – ESASA Policy Officer

**Venue:** Conference Room  
School of Languages  
255 Torrens Rd, West Croydon, SA 5008

**Date:** **Wednesday 30th August 2017**

**Time:** 6.00 - 8.00 pm

**Cost** \$11.00 Current teacher or volunteer in an Ethnic school  
\$33.00 General Public

**Payable to:** The Ethnic Schools Association of SA Inc.

**Please register by Wednesday 23rd August 2017 to:**

The Ethnic Schools Association of SA Inc.  
255 Torrens Road, West Croydon SA 5008  
Tel: 8301 4814  
Fax: 8346 1620  
Email: [DECD.ESA@sa.gov.au](mailto:DECD.ESA@sa.gov.au)  
Enquiries to Ngan Nguyen



**Please look overleaf for registration and payment methods**

**Registration:**

I will attend the **Microsoft Word - Tips & Tricks workshop** on Wednesday 30th August 2017:

Name: .....

School: .....

Contact phone: .....

E-mail: .....

Cost \$11.00 (incl. GST) Current teacher or volunteer in an Ethnic school  
\$33.00 (incl. GST) General Public

**Payment methods - please tick one method**

- **Cheque**   
Please make cheque payable to "Ethnic Schools Association of SA Inc"

- **Direct Bank Transfer**   
BSB: 633-000 (Bendigo Bank)  
Account Number: 153 805 627  
Account Name: Ethnic Schools Association of SA Inc  
Reference: *your name*

- **Credit Card**

Mastercard  Visa

Name on Card: .....

Expiry Date: .....

Card Number: 

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Signature: .....

- **By Invoice Issued To Your School**

Please provide name of Principal or Contact person who has authorised for your registration to be invoiced direct to the school for payment:

Name: .....

- *Receipts will only be issued on request*
- *Refunds will only be provided if the course is cancelled*
- *The Ethnic Schools Association Inc manages information collected within Privacy Act guidelines*