

IT: Microsoft Word for Beginners

Course duration: 1 day

Who should attend:

This course is valuable for anyone who has never used Word or who is an occasional user wanting to learn more

Previous knowledge required:

An understanding of Windows

Course benefits:

To bring beginning users to a level of competence that allows them to use Word in their everyday work.

What you will learn:

- Screen layout
- Inputting text
- Formatting text
- Editing text
- Moving around the document
- Saving documents
- Printing documents
- Closing the document
- New documents
- Line spacing
- Page setup
- Tables
- Tabulation
- Find and replace
- Working with multiple windows and documents