

# Microsoft Word Essentials

**This course introduces participants to the basics of Microsoft Word and its features. It will familiarise participants to the Word interface and basic editing and formatting functions. Participants will also learn MS Word features such as using outline and bullets as well as printing and integration with email.**

## → Course Benefits

You will:

- o Be knowledgeable in Microsoft Word
- o Be able to use the basic features of MS Word with ease
- o Be able to create a more professional looking document
- o Be more organise with files housekeeping



## → Course Duration

8 hours (1 day)

## → Course Outline

- Understanding The Basics Of Word
- Revising Text And Printing
- Using Word's Viewing Modes
- Formatting Text
- Assigning Paragraph Formats
- Applying Page Layouts
- Working With Multiple Documents
- Proofing Documents
- Automating Tasks
- Working With Tabs And Tables
- Using Templates And Wizards

## → Certification

Certificate of achievement will be awarded upon completion of assessment.

## → Who Should Attend

All are welcome.

For more information, please contact: