

Microsoft Word Basic Office 365, 2013, 2016, 2019 Introduction Level

📌 Course Aim

The aim of this training course is to provide clients with the necessary skills required to produce professional documents using a word processor incorporating various practical formatting, graphics, charts & images.

📌 Client Profile

It is important that each client has previous experience and a basic working knowledge of any one of the following Microsoft Word, Microsoft Works, Word perfect or Mac Write.

Ideally each client would have access to a computer system where Microsoft Word is available to maximum learning post training

Basic Working knowledge – Open Close Save files, understand the formatting menu i.e. Font, Font size, Text colour and importantly to be able to navigate within a document.

📌 Course Outline

- **Microsoft Word, Office 365 / 2013 / 2016 / 2019**
 - Intermediate MS Word Commands Functions,
 - Open & Close, Save & Print Files
 - Font Type
 - Font Size
 - Bold Italics, underline
 - Font colour
 - Page Setup & Margins
 - Headers & Footers
 - Paragraph formatting
 - Line Spacing
 - Tab & indentation
 - Clip – Art Auto shapes
 - Bullets & numbering

📌 Course Location:

Online or Classroom Based

📌 Course Duration:

1 Full Day

