
Microsoft Office Word – Basic

Description: This course is dedicated for people who within their work duties prepare simple documents. The program of the course covers issues such as: introduction, text editing and formatting.

Duration: 8 hours

Initial requirements: Basic ability of using a computer working on the Windows operating system.

For whom: This course is dedicated for people working in the sales, marketing and logistics departments. Everywhere where it is necessary to edit or create simple documents, the abilities learnt at this course will bring measurable benefits in the form of reducing the time necessary to prepare a document.

Module: Basic (MSWD01)

- 1) **Basic skills**
 - a. Running the program
 - b. Page, document, font, paragraph
 - c. White Characters - Space, New Paragraph, Tab, Line Break
- 2) **Operation**
 - a. Cards and ribbons
 - b. Windows - minimizing, maximizing, navigating
 - c. Views
 - d. Screen elements - ruler, task pane
 - e. Saving changes.
 - f. Closing and opening the file
 - g. Finishing work
- 3) **Text input and editing - type and replace mode**
- 4) **Formatting**
 - a. Methods of selecting text using the mouse and keyboard
 - b. Formatting the font
 - c. Formatting a paragraph
 - d. Bullets and numbering
 - e. Tabs
- 5) **Page numbers**
- 6) **Inserting symbols**
- 7) **Inserting date**
- 8) **Printing**