

Microsoft Word – Basic Course

Course code: MSWD1

Complete this course and get 90 days access to practice in e-learning version for free. You can choose the e-learning course in Czech, Slovak or English. This course is designed for users, who need to learn basic work with Microsoft Word and want to create, edit, format and print text documents. This course is suitable for users of every version of Microsoft Office products. Word is a well-matured application and control of its interface has not changed significantly since the 2007 version. There will be latest Word version installed in the classroom.

Who is the course for

This course is assigned for users without any experience with Microsoft Word.

What we teach you

You learn to create, format and organize usual text documents.

Required skills

PC and Windows - elementary level

Microsoft Windows - practical use

Course Outline

Word

- Text processor
- View
- Normal/Print Layout
- Magnifier

Writing text rules

- Editing
- Moving from here to there in text
- Selecting text
- Moving and copying with mouse
- Automatic correction

Working with files

- Opening a file
- Saving a file
- Searching a file

Text formatting

- Page setup
- Fonts
- Paragraphs
- Tabulators
- Borders and shading
- Bullets and numbering

Preparing document for print

- Spelling and grammar
- Print preview
- Print

Editing long document

- Page break
- Page numbering

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Header and footer

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