



Microsoft Word Introduction

Course Objectives:

This course is designed to give you the fundamental basic functions of Word to enable you to work faster, smarter and with less mistakes.

Course Content:

Topics covered on this course include:

- Getting started with Word
- Creating documents
- Editing documents
- Working with margins & paragraphs
- Viewing & printing documents

On completion of the course, delegates will receive a Certificate of Attendance.

Who Should Attend?

New users or self-taught users of Microsoft Word.

Duration: 1 day

