Word – Fundamentals

Description

Whether you need to write reports, letters, or any other type of document, this course will provide you with the necessary knowledge to make the most of Microsoft Word features and enhance your productivity.

Course Content
Module 1: The Environment

- Knowing the main tabs and headings (File, Home, Insert, Create/Design, Page Setup)
- Using Word documents
- Navigating in a document
- Viewing a document
- Saving and printing options

Module 2: Formatting and layout tools

- Formatting text
- Paragraph formatting
- Page layout and print preview

Module 3: Editing Tools

- Entering and editing text
- Indenting paragraphs
- Searching in a document

Module 4: Graphic objects

- Inserting a table
- Inserting a graphic object
- Changing the size and position of a graphic object

Lab / Exercises

- Practice exercises will be given at the end of each module

Documentation

- Digital course material included

Participant profiles

- New or inexperienced Microsoft Outlook users

Prerequisites

- No prerequisites

Objectives

- Know the Word environment
- Know how to use the basic formatting and layout tools
- Use the editing tools
- Insert and manage graphic objects and tables

Niveau
Fondamental
Classroom Registration Price (CHF)
750
Virtual Classroom Registration Price (CHF)
700
Duration (in Days)
1
Reference
MOW-01