

# Microsoft Word Refresher («MWREFR»)

With this one-day seminar, your knowledge of Word is up to date again.

**Duration:** 1 day

**Price:** 650.–

## Content

1. Short repetition application window
  - User Interface Areas
  - Views
2. Create and edit documents
  - Enter, delete, overwrite and correct texts
  - Moving and Marking in the Document
  - Move and copy text parts
3. Design documents
  - Format text and paragraphs
  - Insert symbols
  - Use style sheets
  - Enumerations and numberings
  - Frames and shades
  - Dealing with tab stops
  - Page layout (margins, headers and footers)
4. Saving and printing documents
  - Save documents
  - Faster access to last used documents
  - Save as PDF and send
  - Recovering Unsaved Documents
  - Printing and print options
5. Dealing with graphical elements
  - Insert, place and edit images
  - Print screens
  - Inserting and Editing Tables
6. Document verification
  - Set language
  - Spelling and grammar checking
  - Thesaurus and Research
  - Using AutoCorrection sensibly
7. Useful
  - Important Word Options
  - Important key combinations

## Key Learnings

- Safe handling of Microsoft Word
- Faster completion of your work
- Ideal basic knowledge for attending further courses

## Target audience

Users who have already created Word files and want to refresh their knowledge. This course is not suitable for beginners.

## Additional information

This course is suitable for Word 2019, 2016 or 2013 users.

## Further courses

- [Advanced techniques in Microsoft Word \(«MW2»\)](#)

## Any questions?

We are happy to advise you on +41 44 447 21 21 or [info@digicomp.ch](mailto:info@digicomp.ch). You can find detailed information about dates on [www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-word/course-microsoft-word-refresher](http://www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-word/course-microsoft-word-refresher)