Microsoft Word foundation («MW1»)

Learn the basics of Microsoft Word in this two-day course. You create, edit and design documents and make use of the correction options.

Duration: 2 days
Price: 1'140.–
Course documents: Digicomp Courseware

Content

1.The Application Window

- User Interface Panels
- Views

2. Create and Edit Documents

- Create New Document
- Enter, delete, overwrite, and correct texts
- Move and mark in the document
- Move and copy parts of text shaping

3. Documents formatting

- Paragraphs formatting
- Inserting symbols
- Bulleted and numbered
- Borders and shades
- Page layout (margins, simple headers and footers)
- Inserting cover
- Page opening, saving and printing

4. Documents opening, saving and closing

- Recent documents
- Save and send as PDF File
- Dialog specialities Open/Save
- Restore unsaved documents
- Print and print options

5. Insert and edit graphic elements

- Images and online graphics
- Printscreens
- Tables

6. Document checking set language

- Spelling and grammar checking
- Thesaurus and Research
- AutoCorrect
- Translate

7. Settings

- Important Word Options

Key Learnings

You can use Word to create, design, and print your own documents.

Target audience

Users who have not yet worked with Word or do not have enough experience with Word.

Requirements

Basic Windows skills are required for this course. We recommend that you take an introductory course from the Windows basics range, for example:

- Windows 10 and Office 2019/365 fundamentals («O19G»)

Additional information

This course is also suitable for Word 2016, 2013 and 2010 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. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-word/course-microsoft-word-foundation