

Fundamentals of MS Word

There's more to Microsoft Word than writing a cover letter. In this beginner-level course, you'll learn the full capabilities of the popular document creation program. Learn how to use the interface, ribbons and tabs and make your documents stand out from the rest.

Who should attend?

You may have used Microsoft Word to type a document but have you discovered all of its capabilities? In this course, you'll walk through the beginner-level functionality for the major elements of the program. People who are interested to know about MS Word can attend this program.

Benefits

The fundamental uses of the Microsoft Word interface, The elements of the quick access toolbar and How to use dialog box launchers

The technique for accessing the Backstage View, How to use the navigation pane, The differences between blank and template documents

Multiple ways to create, save, open and close documents, How to minimize and expand the ribbon, The full functionality of the ribbon and its tabs, including Insert, Page Layout, References, Mailings, Review and View

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4P Advisory Services

Course Outline

**Introduction to
MS Word**



The Interface



**The Quick Access
Toolbar**



Navigation Panel



**Using Dialog Box &
Minimizing and
Expanding the
Ribbon**



**Understanding
the Ribbon**



**Creating, Saving,
Opening &
Closing Docs**



**Insert Tab, Page
Layout Tab &
References Tab**



Hands On

Prerequisites for the EXAM

None

Exam Details

Internal exams will be conducted (Mandatory). The exam format may vary.

- Number of questions: 20 (Multiple choice)
- Exam duration : 30 minutes
- Pass Mark : 65% (13 out of 20 with 1 point for each correct answer)



JOIN NOW!

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