Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

MS Office courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

109,00 €

PRICE INCL. VAT

134,07 €

including 23 % VAT

PDF SYLLABUS

Word 1 - Basics

Clear overview of course topics, training scope and key information.

You will learn to create documents independently in Word. You will gain an overview of Word's options. You will efficiently create your first documents in Word. You will be able to independently set printing of a document you have created for different paper sizes. Experienced lecturers will point out the most common bad habits when writing a document, which in the long term complicate editing of shorter and larger text documents. In our Microsoft Word course, we have prepared many examples for independent practice. Under the guidance of an experienced lecturer, you will gain the necessary skills for editing documents. We have prepared a Word manual for you, which you can use during independent work in practice.

COURSE CONTENT

01

Getting Familiar with the Microsoft Word Environment

Ribbon, ruler, working area, status bar.
Keyboard language settings.
Using help.

02

Working with Text

Writing, editing.
Copying, deleting and moving text.
Inserting and removing blank lines.

03

Text Formatting

Font type and size.
Bold and underlined font, italics, superscript and subscript.
Text color and highlighting.
Clearing formatting.
Error checking.

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04 Working with Paragraphs

Paragraph settings.
Indents.
Tabs.
Single-level bullets and numbering.

05 Working with Tables

Creating a table and entering data.
Editing a table.

06 Working with a Document

Page setup - margins, orientation, format.
Print settings and print preview.
Saving a document.

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/word-basics