

WORD: BASIC

Duration: contact us

Price: contact us

Renseignements

Tél. +41 22 732 51 11
Lu-Ve de 8h30 à 12h00
et de 13h00 à 17h00

DEFINITION

Microsoft Word is the word processing as used by the public and businesses. It allows you to write letters or other textual content effectively.

TARGET

This course is for anyone dealing with routine correspondence of a secretarial business or private purposes.

OBJECTIVES

Mastering the basics of word processing. Manage character attributes and paragraph (withdrawals, tabs, borders, bullets, ...)

REQUIREMENT

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METHODOLOGY

Word: basic is based on theoretical Word manual, but main part of the training is dedicated to practical exercises with personalized assistance from the trainer.

CONTENT OF WORD: BASIC

Environment (startup, toolbar, panel, etc.)

File management (opening, closing, recording new)

Manipulating text (input, undo, redo, move, select, delete, cut and paste)

Auditors (automatic corrections, spelling, automatic verification)

Attributes (bold, italic, underline, font, size, color, copy the formatting)

Paragraph attributes (alignment, indents, tabs, borders and shading, bullets and numbering)

Layout (margins, paper size and orientation)

Print (print preview, options)