WORD
LEVEL: BEGINNER

Duration: 1 day
Prerequisites:
- Knowledge of the Windows environment.
- Have access to a computer and Microsoft Word
(versions 2013, 2016 or OFFICE 365)
Attestation: yes

Learning tools:
- Distance learning
- Demonstrations
- Training material included
Skills acquired at the end of the training:
- Discover the basics of the Word environment
- Be able to format a document
- Design tables in the software
- Use the main tools available

PROGRAM:

Learn about the basic features of Word

- Word environment
- Entering and editing text
- Saving the document
- Know and understand the usefulness of a word processor

Format a document

- Character formatting
- Paragraph formatting
- Border and shading
- Document layout
- Displays
- Find, replace

Numbering

- Bullets
- Numbers
- Hierarchical numbering

Use styles

- Quickly format a document
- Reproduce the formatting

Tables

- Enter and format data in a table
- Improve the presentation of a table
- Insert a calculation

Inserting objects

- Improve the presentation of a document by inserting WordArt images and Drawing objects
- Auto inserts and text box

Simple header and footer

- Format a large document by inserting simple headers and footers

QUESTIONS AND ANSWERS