



**Word is the industry standard word-processing application which makes starting and creating projects easy, helping you create great looking documents and presentations with little effort. The courses vary from a basic level covering text formatting and page layout features to more advanced features including creation of templates, mail-merge and long document support. Delegates will quickly find ways to improve productivity.**

- **Basics**

- Buttons and tool bars
- Views
- Typing & saving a document
- Opening and printing a document

- **Formatting**

- Cut & paste
- Undo redo
- Format painter
- Page set up and margins
- Indenting text
- Bullets
- Numbering
- Tabulation

- **Proofing**

- Auto correct
- Grammar
- Spelling
- Word count
- Thesaurus
- Auto text
- Convert case

- **Advanced features**

- Tables
- Mail merge
- Form fields
- Drawing tools and other tool bars
- Styles
- Print preview
- Preferences

- **Creating Templates**

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