This Word Basic training course explains the basic features for processing text in Word. First, you will learn how to set up a document. Then you will see how to enter and edit text. You will also learn all about working with tables, form letters and finalizing documents.

**PARAMETERS**

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PRETEST

SETTING UP A DOCUMENT

- Page layout
- Header and footer
- Paragraphs and tabs
- Chapter test

ENTERING AND EDITING TEXT

- Editing text
- Copying formatting
- Using and editing styles
- Numbered and bulleted lists
- Aligning text
- Quickly formatting text
- Corrections and printing
- Chapter test

TABLES

- Creating tables
- Editing tables
- Formatting tables
- Chapter test

Contact:
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FORM LETTERS

Creating a form letter

Finalizing a form letter

Chapter test

FINAL TEST

30 Questions