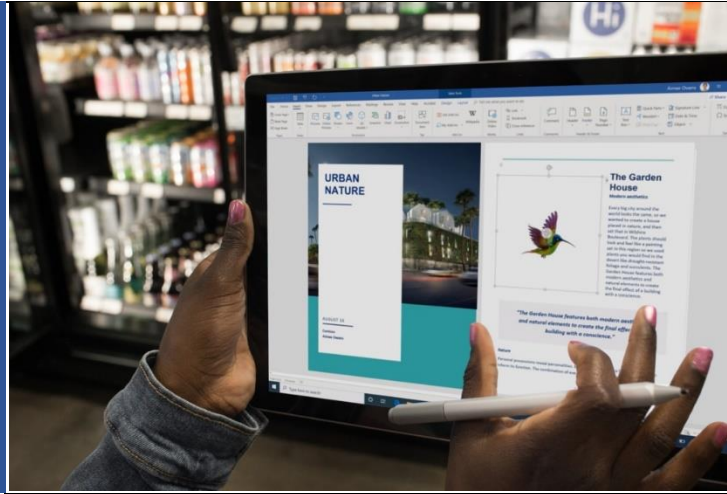# MADE180

Microsoft Word: Essentials

Microsoft

Word

Learn to create professional documents with this beginner to advanced Microsoft Word Course.

- Confidently use Microsoft Word in the workplace

- Understand the essential skills employers expect

- Apply best practices to your work

- Achieve confidence and job satisfaction through practice

What you'll learn

- Word basics including navigation, editing, and saving
- Character formatting in Word including Format Painter and AutoCorrect
- How to properly work with bullets and numbering in Microsoft Word
- All about formatting paragraphs and managing lists
- Working with Tables in Word including formatting, converting data and formulas
- Page appearance including page-breaks, watermarks, and styles
- All about Sectioning a document
- Inserting graphics, pictures, shapes, icons, and 3d models
- How to work with envelopes and labels
- All about mail-merge and operating Word at scale
- How to create an Index or Contents page
- Reviewing and Printing in Word and Page Setup
- Protecting a Word document and basic macros in Word

Who this course is for:

- Anyone new to Microsoft Office or upgrading from a previous version

- Anyone looking to improve their productivity by mastering MS Word

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