



Microsoft Word - Basics

PROUDLY PRESENTED TO

Course Modules

Course Basics • Formatting Text • Editing Text
and Tables • Paragraphs and Text Options
• Spelling and Grammer Mistakes •
Customising the Ribbon • Saving and Using
Templates • AutoCorrect Features

8 June 2025

DATE

A handwritten signature in black ink, appearing to be "D. Smith", written over a horizontal line.

SIGNATURE
EduCourse Director