



Microsoft Word - Basics

PROUDLY PRESENTED TO

SAMKELWE NGCONGCO

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

DATE

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

SIGNATURE
EduCourse Director