



Microsoft Word - Basics

PROUDLY PRESENTED TO

NGAZIBINI SPENCER

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

25 March 2026

DATE

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

SIGNATURE

EduCourse Director