



# 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