



# Microsoft Word - Basics

PROUDLY PRESENTED TO

**MANIQUE FIRLAN PHILLIPS**

## 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 "Manique", written over a horizontal line.

SIGNATURE  
EduCourse Director