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SCAN CODE TO VERIFY



Microsoft Word - Basics

PROUDLY PRESENTED TO

SHARUP SAHA SHUPTA

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

23 July 2025
DATE

SIGNATURE
EduCourse Director