



Microsoft Word - Basics

PROUDLY PRESENTED TO

VICKY ALICE GROBLER

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

9 March 2026
DATE

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

SIGNATURE
EduCourse Director