

## **Microsoft Word (Part 1)**

### **Microsoft Word Introduction – 3 hrs. 29 min.**

In this course, you will get started with a general tour of the Microsoft Office 2013 Word interface. If you are new to this software you will become familiar with the Ribbon tabs and the options and buttons available to help you create documents. Documents are a necessity in business as well as other fields, and learning to properly format documents is an essential skill for anyone. This course includes: formatting text, paragraphs and pages, adding visual effects such as: graphs, and tables, creating lists, formatting outlines and many other functions to creating documents.