Essentials of Word 2013 Outline

Target Audience:

The Essentials of Word 2013 class is designed for new users or users that want to better familiarize themselves with Microsoft Office 2013.

Prerequisites:

Description:

The Word Essentials course provides instruction for all of the basic functions of Microsoft Word. The course navigates through each tab on the Microsoft Word Ribbon, and explores the various functions and actions that are possible within these tabs. It does not cover every single button on the toolbar, but it provides an excellent foundation for basic proficiency in Microsoft Word.

Course Includes:

- Familiarization with the Ribbon.
- The Home, Insert and Page Layout tabs.
- Basic word editing.