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About the course Microsoft word 365 basics for beginners

Microsoft word 365 basics course, in this course we'll cover everything you need to know to get started with this powerful word processing software. From creating and formatting documents to using essential tools and features, this course is designed for beginners who want to build a strong foundation in Microsoft Word 365. Through a series of practical lessons and step-by-step tutorials, you'll learn how to navigate the interface, enter and edit text, format paragraphs, and insert images and tables. We'll also explore useful features like spell check, grammar check, and thesaurus to enhance your writing. By the end of this course, you'll have the confidence and skills to create professional-looking documents efficiently using Microsoft Word 365. Let's dive in and explore the basics of this indispensable tool for everyday productivity.

Computer Softwares Category's Courses

Course Lesson(2)

Lesson 1 : **Microsoft Word 365 for Beginners 4 Hour Training Course**

Lesson 2 :
Microsoft Office 365 for Beginners 12 Hours of Excel Word and PowerPoint Training Course

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