Mindluster Platform

About the course Editing documents in word for beginners

Editing documents in word course, in this course designed to equip participants with the essential skills and techniques for editing and formatting documents effectively using Microsoft Word. Throughout this course, participants will learn various editing techniques, including inserting, deleting, and modifying text, as well as formatting options such as font styles, sizes, and colors. Additionally, participants will explore advanced features like track changes, comments, and collaborating with others on document editing. Whether you're a beginner or an experienced Word user, this course covers everything you need to know to polish your documents and enhance readability and professionalism. Join us as we delve into the world of editing documents in Word and unlock new possibilities for document creation and refinement.

Computer Softwares Category's Courses

Course Lesson(20)

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

Lesson 2 : **Microsoft Excel Tutorial 2021 365 4 5 Hours of Getting Started in Microsoft Excel 2021**

Lesson 3 : **Microsoft Excel Intermediate Training 2021 365 5 Hour Excel Tutorial Class**

Lesson 4 : **Microsoft Excel 2021 365 Tutorial 3 5 Hours of Advanced Excel Training Course**

Lesson 5 : **Microsoft Word for Beginners 4 Hour Training Course in Word 2021 365**

Lesson 6 : **Microsoft PowerPoint for Beginners 4 Hour Training Course in PowerPoint 2021 365**

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Lesson 8 : **Microsoft PowerPoint Tutorial 3 Hour PowerPoint Course How to Use PowerPoint 2019**

Lesson 9 : **Getting Started in Microsoft Word 2019 365 Microsoft Word Tutorial**

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Lesson 12 : **How to Use MS Access Microsoft Access 2019 Full Tutorial 2 5 Hours**

Lesson 13 :
Microsoft Office Tutorial for Beginners Learn Excel PowerPoint Word Outlook 12 HOURS

Lesson 14 : **How to Edit Documents in Microsoft Word 2019 MS Word Tutorial**

Lesson 15 : **Excel 2021 365 Beginners Intermediate Training 10 Hour Excel Tutorial Class**

Lesson 16 :
The Ultimate MS Excel Crash Course 6 Hour Microsoft Excel 2016 Tutorial for Beginners

Lesson 17 :
Microsoft Office 2021 365 for Beginners 9 Hours of Excel Word and PowerPoint Training

Lesson 18 : **How to Use OneNote 1 Hour OneNote Tutorial 2019 365 Desktop**

Lesson 19 : **10 Excel Tips and Tricks for Beginners**

Lesson 20 : **Microsoft Teams Tips and Tricks Get the Most out of MS Teams**

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