Mindluster Platform

About the course Text editing in word for beginners

Text editing in word course, in this course designed to enhance your proficiency in Microsoft Word. Explore essential text editing techniques, including formatting, proofreading, and collaboration tools. From basic tasks like selecting and deleting text to advanced features such as track changes and commenting, this course covers everything you need to know to master text editing in Word. Whether you're a beginner or an experienced user, you'll learn practical strategies to streamline your document creation process and produce professional-looking documents with ease. Join us as we delve into the world of text editing in Word and unlock the full potential of this powerful word processing software.

Computer Softwares Category's Courses

Course Lesson(20)

Lesson 1 : **Word 2013 for Beginners Part 1 An Introduction to Using Word 2013**

Lesson 2 : **Word 2013 for Beginners Part 2 What s New in Word 2013**

Lesson 3 : **Word 2013 for Beginners Part 3 Using Word 2013 with a Touch Device**

Lesson 4 : **Word 2013 for Beginners Part 4 How to Open and Save a Word 2013 Document**

Lesson 5 : **Word 2013 for Beginners Part 5 Using Online and Offline Help for Word 2013**

Lesson 6 : **Word 2013 for Beginners Part 6 Setting Preferences and Options in Word 2013**

Lesson 7 : **Word 2013 for Beginners Part 7 Understanding the Word 2013 Ribbon**

Lesson 8 : **Word 2013 for Beginners Part 8 The Quick Access Toolbar QAT**

Lesson 9 : **Word 2013 for Beginners Part 9 Using the Mini Toolbar**

Lesson 10 : **Word 2013 for Beginners Part 10 Backup Autosave and Autorecover in Word 2013**

Lesson 11 : **Word 2013 for Beginners Part 11 Entering and Editing Text in a Word 2013 Document**

Lesson 12 :
Word 2013 for Beginners Part 12 Navigation Word Wrapping Selecting Text in Word 2013

Lesson 13 : **Word 2013 for Beginners Part 13 Inserting Symbols Date Time and Document Property**

Lesson 14 : **Word 2013 for Beginners Part 14 How to Cut Copy and Paste in Microsoft Word**

Lesson 15 : **Word 2013 for Beginners Part 15 Using the Word 2013 Navigation Pane**

Lesson 16 : **Word 2013 for Beginners Part 16 Using Find and Replace in Word 2013**

Lesson 17 : **Word 2013 for Beginners Part 17 Using Keyboard Shortcuts and Key Tips in Word 2013**

Lesson 18 : **Word 2013 for Beginners Part 18 Print Layout Web Layout and Draft Views**

Lesson 19 : **Word 2013 for Beginners Part 19 How to Zoom In or Out of a Word Document**

Lesson 20 :
Word 2013 for Beginners Part 20 How to Open a Word 2013 Document in Read Only Mode

Related courses

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