Mindluster Platform

About the course Microsoft word shortcuts for beginners

Microsoft word shortcuts course, in this course we will learn about the Microsoft Word shortcuts, designed to help you increase your productivity and efficiency while using Microsoft Word. The course covers a wide range of keyboard shortcuts that will allow you to perform common tasks quickly and easily, from basic text formatting to advanced document management. Starting with the basics, you will learn shortcuts for navigation, selection, and editing text, such as moving the cursor efficiently, selecting words or paragraphs, and cutting, copying, and pasting content. We will then move on to formatting shortcuts, including bold, italic, underline, and changing font sizes, as well as paragraph formatting like alignment, line spacing, and creating bullet points or numbered lists. The course will also delve into more advanced shortcuts, such as those for managing document views, inserting and formatting tables, and using styles to maintain consistent formatting throughout your document. You will also learn how to create and customize your own shortcuts to suit your specific workflow needs. By the end of this course, you will have a comprehensive understanding of Microsoft Word shortcuts that can significantly streamline your document creation and editing process. Whether you are a student, professional, or anyone who frequently uses Microsoft Word, these skills will help you save time and work more efficiently. This course is perfect for anyone looking to enhance their Word processing skills and become more proficient in using one of the most popular word processing tools available.

Computer Softwares Category's Courses

Course Lesson(30)

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Lesson 2 : **The Learnit Minute Apply Heading 1 Style Word Shorts**

Lesson 3 : **The Learnit Minute Bold Word Shorts**

Lesson 4 : **The Learnit Minute Close Document Word Shorts**

Lesson 5 : **The Learnit Minute Copy Word Shorts**

Lesson 6 : **The Learnit Minute Cut Word Shorts**

Lesson 7 : **The Learnit Minute Delete One Word From Left Word Shorts**

Lesson 8 : **The Learnit Minute Delete One Word From Right Word Shorts**

Lesson 9 : **The Learnit Minute Increase Font Size Word Shorts**

Lesson 10 : **The Learnit Minute Insert Hyperlink Word Shorts**

Lesson 11 : **The Learnit Minute Insert Line Break Word Shorts**

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Lesson 13 : **The Learnit Minute Italic Word Shorts**

Lesson 14 : **The Learnit Minute Left Align Word Shorts**

Lesson 15 : **The Learnit Minute Move to Next Cell in Row Word Shorts**

Lesson 16 : **The Learnit Minute New Document Word Shorts**

Lesson 17 : **The Learnit Minute Open Document Word Shorts**

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Lesson 19 : **The Learnit Minute Previous Cell Word Shorts**

Lesson 20 : **The Learnit Minute Print Word Shorts**

Lesson 21 : **The Learnit Minute Redo Word Shorts**

Lesson 22 : **The Learnit Minute Return to Beginning of Document Word Shorts**

Lesson 23 : **The Learnit Minute Right Align Word Shorts**

Lesson 24 : **The Learnit Minute Save Word Shorts**

Lesson 25 : **The Learnit Minute Select All Word Shorts**

Lesson 26 : **The Learnit Minute Select Text Word Shorts**

Lesson 27 : **The Learnit Minute Select Word to Left Word Shorts**

Lesson 28 : **The Learnit Minute Select Word to Right Word Shorts**

Lesson 29 : **The Learnit Minute Underline Word Shorts**

Lesson 30 : **The Learnit Minute Undo Word Shorts**

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