



Microsoft Word

for Mac Training: Beginners to Intermediate

For people who have a basic understanding of the macOS.



Duration: 4-5 hours

Price: R1 550 inc VAT



Overview:

Want the full capability of Microsoft Word with the ease and flair of Mac? This training covers everything you need to get comfortable with the interface - from using templates, menus, toolbars, and the media browser, to working in different views, editing more efficiently, setting headers and footers, and working confidently with text.



Creating, saving & closing documents:

- Create a document from scratch or a template
- Setting page layout & page orientation
- Page colour setup
- Save & opening of documents
- Closing a document



Understanding the interface:

- Overview of the interface
- Utilising the ribbon
- Setting preferences and document properties
- Purpose of different views
- Navigating documents & windows



Working with text:

Add text
Select text
Delete and replace text
Set document formatting
Setting text styles
Grammar & spelling tools
Autoformat and autocorrect
Working with text effects



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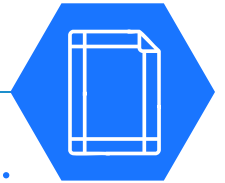
Working with paragraphs:

- Set position & spacing
- Bullets and numbering
- Indentation
- Setting paragraph formatting



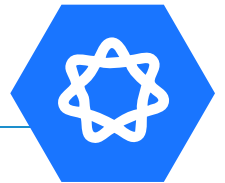
Additional formatting tools:

- Working with undo/redo/repeat
- Using find and replace
- Smart lookup



Document formatting:

- Setting margins
- Adding page and section breaks
- Setting multiple columns
- Changing page orientation within the document
- Adding watermark and background images



Using Apple Intelligence:

- Using the Writing Tools
- Compose using Apple Intelligence
- Convert text into table
- Create illustrations or images using Compose

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