



# Microsoft Word 2019 for Beginners

Want MS Word capability but with the Mac flair, we'll tell you all you need to know about the interface. How to use templates, know your menus, toolbars, toolbox and media browser. Learn to work with different views, find quicker ways to edit, set headers and footers and how to work with text.

Prerequisite: A basic understanding of the macOS  
Duration: 4 Hours  
R1550.00 incl. vat

## Understanding the interface

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

## Create, save and closing document

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

## 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

## 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