

Course Code: **M341**

Word Essential Training

COURSE INFORMATION

Sessions
1 day

Duration
7.5 hrs

Level
—

Assessment
NA

VENUE

Address: 3/5 Esan Close, College Estate, Off Oko Oloyun Street, Off Isheri-Igando Expressway, Igando Lagos, Nigeria 100216.

WHAT'S THIS COURSE ABOUT

Topic 1. Getting Started with Word

Create a new document

Work with text

Format with text

Work with paragraph

Topic 2. Formatting Pages

Create page layout

Use headers and footers

Page numbering

Create list

Create table

Add image

Topic 3. Proof Document

Set proofing and autocorrect option

Use the Resume Assistant

Tracking changes

Add Comment

Topic 4. Sharing and Collaborate

Add password protection

Collaborate document in the cloud

Print document as pdf

COURSE FEE

Full Fee NGN 170,000.00

CERTIFICATION

- **Certificate of Completion from Tertiary Courses** - Upon meeting at least 75% attendance and passing the assessment(s), participants will receive a Certificate of Completion from Tertiary Courses.

REGISTRATION

<https://www.tertiarycourses.com.ng/word-essential-training.html>



SCAN TO REGISTER

SUPPORT

Email: info.tertiarycourses.ng@gmail.com

Tel: +234 813 093 230