UCTD
University Center for Training & Development

"Redefine Your Potential"

MUBS IT ACADEMY | MS Word 2010/2013

Overview

This course will introduce students to the MS Word application, version 2010 or 2013. Students learn about the basic features of Word 2010/2013 and use them to enter and edit text, browse documents, format text, use tables, adjust page layout, work with graphics, and proof and print documents.

Learning Objectives

. Create and save documents

. Navigate a document

. Select text by using the keyboard and the mouse.

. Insert and delete text; use the Undo and Redo commands; cut, copy, and paste text, and find and replace text.

. Apply character formatting, use tabs, format paragraphs, & adjust paragraph spacing.

. Create tables, work with text in a table, and adjust a table's structure.

. Add headers and footers, set and change document margins, change page orientation, set text flow options, and add and delete manual page breaks.

. Insert graphics and clip art, move graphics, wrap text around graphics, and modify graphics.

. Proof a document by checking spelling and grammar, use AutoCorrect, preview & print documents, create PDF and XPS documents, & edit PDF documents in Word.

Course Level:	Beginner
Course Duration:	7-hour
Course Format:	Instructor-led course
Target Audience:	This course is open to office personnel and individuals interested in using Microsoft Word
Prerequisite:	Working knowledge using personal computers and Microsoft Windows

Course offering
Weekly

Date
Call for details

Location
Jal El-Dib, Hamra, Damour, Aley & SemQanieh

Class Participants
8-15

Student materials
Included

Cost
150.00 USD per person /level

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