

## Microsoft Word 365 – Introduction

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### ½ Day [3hrs] Hands On Training Course

Designed for **current users** of Microsoft Word 365, this session covers how to set up basic documents, insert page breaks, set up tabs, tables. This course is also valuable to benchmark and ensure teams all have a base level of skills with Microsoft Word 365.

### Requirements

This session is best run hands on with participants utilising a computer

### What You Will Cover:

- Setting up documents
- Inserting Page Breaks
- Tabs & Tables
- Bullets & Numbering
- Basic Headers & Footers
- Formatting using the toolbar/ribbon
- Tips & Shortcuts to increase productivity