



# COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

## Microsoft Word Basic

### Everyday documents take too long and look different every time

*Practical workplace foundation*

**Duration:** One day | **Level:** Beginner / foundation | **Delivery:** Onsite or virtual

### The business problem

Many staff learned Word by trial and error. They format with the spacebar, retype text instead of moving it, miss spelling errors and fight with margins and page breaks.

Letters, memos and reports take longer than they should and do not look professional or consistent.

### You need this course if...

- Staff are new to Word or self-taught
- Documents are formatted inconsistently
- Spaces and Enter are used instead of tabs, indents and page breaks
- Printing and page setup cause frustration

### How this course solves it

This one-day, instructor-led course gives beginners, occasional users and self-taught employees a structured foundation for everyday business documents.

**The emphasis is practical:** creating, editing, formatting, proofing and printing letters, memos and simple reports accurately and consistently.

### Who should attend?

- Beginners and occasional Word users
- Self-taught employees who want a proper foundation
- Administration, reception and support staff

### Course content

#### 1. Getting Started with Word

- The Word screen, ribbon and Quick Access Toolbar
- Document views and zoom
- Creating, opening, saving and closing documents
- Using Word Help where appropriate

#### 2. Entering and Editing Text

- Entering text and Click and Type
- Navigating within a document
- Selecting text with mouse and keyboard

- Replacing and deleting text; Undo and Redo
- Inserting the date and time

### **3. Moving and Copying Text**

- Cut, copy and paste
- Drag and drop
- The Office Clipboard

### **4. Formatting Text**

- Fonts and font sizes
- Bold, italic, underline and other effects
- Changing case
- Viewing, copying and removing formatting
- Format Painter and Repeat

### **5. Formatting Paragraphs**

- Alignment, line and paragraph spacing
- The ruler and indents
- Setting and using tabs
- Simple bulleted and numbered lists

### **6. Proofing Documents**

- Spelling and grammar
- The thesaurus
- AutoCorrect

### **7. Page Layout**

- Page setup, orientation and paper size
- Margins
- Manual page breaks and blank pages
- Page numbers and a cover page

### **8. Previewing and Printing**

- Previewing before printing
- Print settings and printing

### **Practical Workplace Application**

Exercises use business letters, memos, notices, simple reports and lists, building reliable habits before Word Intermediate.

### **After the course**

Delegates will be able to:

- Navigate the Word screen, ribbon and views confidently
- Create, open, save and close documents correctly
- Enter, select, edit, move and copy text efficiently
- Apply professional text and paragraph formatting
- Use Format Painter, Undo, Redo and Repeat
- Set tabs, indents, spacing and simple lists
- Check spelling and grammar and use the thesaurus
- Set up pages, margins, breaks and page numbers

- Preview and print documents

## Training format

**Duration:** One day

**Level:** Beginner / foundation

**Delivery:** Onsite or virtual

**Certificate:** Electronic attendance certificate

## Word pathway

### Microsoft Word Intermediate

Longer documents, templates, mail merge and tracked changes. [View course](#)

### Microsoft Word Advanced

Professional layouts, references, security, forms and macros. [View course](#)

### Microsoft 365 Copilot Training

Apply AI to everyday documents, email and presentations, with human review built in. [View course](#)

## Next step

To book this course for your team, or to discuss a version tailored to your organisation, contact Arnold Muscat on 083 778 4903 or [sales@collegeafricagroup.com](mailto:sales@collegeafricagroup.com).

Course page: [collegeafricagroup.com/microsoft-office#microsoft-word-training](https://collegeafricagroup.com/microsoft-office#microsoft-word-training) | [What our clients say about us](#)

Regards

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