



Word Skills Booster

Duration: Approx: 2.5 hours

- Tour the screen
- Ribbon and Quick Access Toolbar Tips
- How to create a new line
- How to create a new paragraph
- Crucial difference between Lines & Paragraphs
- Bullets and Numbering
- Multi-Level Numbering
- Introduction to Styles
- Using the Navigation Pane
- Creating a Table of Contents
- Introduction to Templates

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