



EduCourse Online Learning Certificate

# Microsoft Word - Basics

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**KOFFI OFFORI**

Sections Completed in this Course

- Microsoft Word Basics • Understanding Onedrive • Creating And Opening Documents • Saving Documents • Formatting Text In Word • Editing Text • Paragraphs • Spelling And Grammar
- Customize Ribbon • Saving And Using Templates In Word • When To Use Autocorrect

Oct 21, 2020

DATE



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