



Welcome to Getting started with Word

If you're a note taker, this document will help you organise your thoughts and record any information you'd like to follow up or look back on once you've completed the module.

This document is organised to reflect the order of the lessons within this module. Here is a snapshot of those lessons:

Lesson 1: Welcome

Lesson 2: What is Microsoft Word?

Lesson 3: The Word workspace

Lesson 4: Saving documents

Lesson 5: Adding text

Lesson 6: Formatting text

Lesson 7: Lists, text justification and spacing

Lesson 8: Adding content other than text to your document

Lesson 9: Printing and closing documents

Lesson 10: Module wrap-up

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Additional notes

