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COURSE

Word & PowerPoint for Work

A 6-module practical course — professional documents, letters, reports and presentations that impress

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For job seekers, workers, students & business owners

Word & PowerPoint for Work
A 6-module practical course — professional documents, letters, reports and presentations that impress

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How to take this course

Almost every office job — banking, admin, HR, NGOs, schools, sales, government — expects you to produce clean documents and confident presentations. Business owners need proposals, letters and pitch decks.

Module	You will learn to…
1	Format Word documents professionally with styles
2	Write official letters, memos and reports
3	Use tables, headers, page numbers, a table of contents and PDF export
4	Collaborate with Track Changes and comments; mail merge
5	Plan and design clear PowerPoint presentations
6	Add charts and media, animate wisely and present with confidence

What's in your download

- **Course workbook** (this PDF)
- **Word & PowerPoint shortcuts and checklist cheat sheet** (PDF)

> 💡 **TIP**
> Practise on real work: your CV, a letter to a client, your business proposal, a class or work presentation. Real tasks make the skills stick.

MODULE 1

Word basics the professional way

Set up the page first

Layout → *Size* — choose **A4** (Nigeria and most of the world use A4; US Letter is different). Set *Margins* → *Normal* (2.54 cm) unless told otherwise.

Use Styles instead of manual formatting

The single most important Word skill. Instead of making each heading bold and bigger by hand:

1. Type your heading.
2. *Home* → *Styles* → *Heading 1* (main headings) or *Heading 2* (sub-headings).
3. Body text uses *Normal*.

Why it matters:

- Change the look of every heading at once (right-click the style → *Modify*).
- Build an automatic **table of contents**.
- Navigate long documents with the **Navigation Pane** (*View* → *Navigation Pane*).

Clean formatting rules

- One or two fonts maximum (e.g. Calibri, Arial, Times New Roman for formal letters).
- Body text 11–12 pt; line spacing 1.0–1.15; space after paragraphs instead of pressing Enter twice.
- Align text left (justify only if your organisation prefers it).
- Use bullet and numbered lists from the toolbar — don't type dashes and numbers by hand.
- Turn on **Show/Hide ¶** (Ctrl+Shift+8) to see hidden spaces, tabs and breaks when layout goes wrong.

✍ **YOUR TASK**

Open a document you wrote recently. Apply Heading 1 and Heading 2 styles to the headings, set body text to Normal, and open the Navigation Pane.

End of the free sample

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