

## ***Course Name: Microsoft Word Essentials***

### **Synopsis**

Microsoft Word is a word processing software developed by Microsoft to help users create, edit, format, and print documents such as letters, reports, resumes, and more. Embrace Collaboration, Accentuate your Professionalism, and Let Your Documents Speak Volumes of Your thoughts. With a Palette of Formatting Tools, Seamless Integration, and Endless Possibilities, Microsoft Word is Your Gateway to Crafting Masterpieces in Every Line, Every Page, Every Time!

### **What You Will Learn**

- **Document Creation:** Master the Art of Crafting Letters, Resumes, Reports, Flyers, and More from Scratch or with Stylish Templates. Let Your Creativity Soar with Every Click!
- **Text Editing:** Unleash the Power to Copy, Paste, Cut, Undo, Redo, Find & Replace, Check Spelling & Grammar, and Auto-Correct Like a Pro
- **Formatting Options:** Learn to Style, Size, and Colour Your Text with Flair. Align Your Words and even Write Complex Equations with Confidence
- **Inserting Objects:** Dive into Document Magic with Tables, Charts, Images, Watermarks, Shapes, Hyperlinks, and More. Master the Art of Wrapping Shapes and Images Around Text for a Seamless Finish
- **Review Tools:** Explore Track Changes, Spark Conversations with Comments, Polish with Spelling & Grammar Checks, Count Words, Unleash Readability Stats, and Roam the Thesaurus for the Perfect Touch
- **Managing Documents:** Master Encryption and Restrictions to Fortify Your Documents with Ironclad Security, as well as version control
- **Exporting and Printing Documents:** Participants will learn the Art of Perfect Printing and Master Exporting to Any Format with Ease

## Who Should Attend

This course is designed for professionals who rely on Microsoft Word as an integral tool in their daily workflow.

## Prerequisite

N/A

## Course Methodology

- Theory
- Hands-On
- Discussions
- Interactive Classroom Session

## Course Duration

1 day - 9am - 5pm

## Course Structure

### *Session 1: How to Create a Word Document*

The participants will learn basic document creation to advanced formatting techniques and learn to resolve some of the common issues faced by users when trying to write into word.

- Entering and Editing Text
- Formatting Text
- Entering and Formatting Paragraphs
- Working with Bulleted and Numbered List
- Using the Textbox
- Using Tab Stop

### *Session 2: Managing Page Layout*

Managing page layout in Microsoft Word involves setting up various aspects of a document to ensure it looks polished and professional.

- Working with Margins
- Working with Orientation
- Working with Page Size
- Working with Page Breaks
- Inserting Header and Footer
- Inserting Page Numbers
- Working with Page Background and Watermark
- Paragraph and Line Spacing
- Adding Page Borders
- Using Bookmarks

### *Session 3: Working with Tables*

Working with tables in Microsoft Word allows you to organize and present data in a structured and visually appealing way.

- Inserting a Table
- Adding and Deleting Rows/Columns
- Formatting Table Cells
- Merging and Splitting Cells
- Table Styles

### *Session 4: Working with Images and Shapes*

Working with images and shapes in Microsoft Word allows you to enhance the visual appeal of your documents and create professional-looking designs.

- Inserting Images
- Formatting Images using Picture Tool
- Inserting Shapes

- Formatting Shapes using Shape Format Tab
- Adding Captions
- Grouping and Ungrouping Objects
- Aligning and Distributing Objects

#### *Session 5: Table of Contents*

Creating a Table of Contents (TOC) in Microsoft Word helps organize and navigate longer documents by providing a structured outline of its contents.

- Apply Heading Styles
- Insert Table of Contents (TOC)
- Update Table of Contents (TOC)
- Customize Table of Contents (TOC) Appearance

#### *Session 6: Reviewing Documents*

Reviewing documents in Microsoft Word involves using various tools and features to collaborate, edit, and finalize content efficiently.

- Track Changes
- Adding Comments
- Spelling and Grammar Check
- Word Count
- Readability Statistics
- Accepting/Rejecting Changes
- Protecting Documents

#### *Session 7: Finalizing Documents*

Finalizing documents in Microsoft Word involves a series of steps to ensure that your content is polished, accurate, and ready for distribution or publication.

- Setting Up Document for Printing
- Print Preview Option
- Exporting Documents to Various Formats