

## Summary

Gain confidence and competency with *Microsoft Word*. Learn the easy way to create, edit, and apply personal touch to your documents. Employ the full line-up of Word's short cuts to boost your productivity. Save time by automating repetitive tasks. Use formatting effectively to produce dazzling documents with just a few clicks of the mouse.

## Previous experience

Windows and MS Word foundation

## Outline

### Styles

- What is a style?
- Creating a style
- Styles in documents and templates
- Modifying styles
- Heading styles

### Templates

- What is a template?
- Creating documents based on template
- Using template wizard
- Creating your own template

### AutoFormat

### Working with Long Documents

- Why using section breaks?
- Inserting section breaks
- Page set/section layout
- What are master document
- Constructing master documents

### Using Fields

- What are Word fields?
- Inserting Date and Time
- Viewing, Updating, unlinking, locking and navigating fields
- Creating a table of contents

### Customizing Word

- Displaying toolbars
- View options
- Customizing options

### Advanced Use of Find and Replace

### Word Macros

- Recording a macro
- Playing a macro

### Other Advanced Features

- Bookmarks
- File conversion
- Equation editor
- Footnotes
- AutoSummarize
- What is outlining
- Highlight changes
- Word count