

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 foundation

Outline

What is Microsoft Word?

Opening a File in Word

- Opening a New document
- Opening a recently used files
- Opening few files at the same time

Saving a File and Using "Save As"

- Using "Save As"
- Using Save

Closing a Word Document

Office Assistant

- What is the MS Assistant?

The Word Screen

- Menu bar
- Toolbars
- Moving through a Word document
- Status bar
- Entering text
- Selection techniques
- Deleting text

Different Word Views

- Normal, Print Layout, Full screen

Undo and Repeat

Help

- How to search for help?

Text Formatting

- Bold, Italic, Underline
- Highlight a text
- Changing case
- Drop Caps
- Text effects

Paragraph formatting

- Applying paragraph formatting
- Aligning text
- Indenting text
- Bullets and Numbering

Page Formatting

- Page margins
- Page size and orientation
- Page breaks
- Headers and Footers
- Numbering pages

Working with Tables

- Creating a table
- Entering text into a table
- Creating columns from a text
- Borders

Proofing Tools within Word

- Spell check
- Grammar check
- The Thesaurus

Using the Clipboard

- What is a Clipboard?
- Copy
- Cut
- Paste

Printing

- Print setup
- Printing options
- Print Preview