

## **COURSE OVERVIEW**

**Entry Requirement:** [Beginners of MS Office](#)

**Mode of Training:** [Face to face Instructor led Training](#)

### **Module 1: Text Basics**

- Typing the text, Alignment of text
- Editing Text: Cut, Copy, Paste, Select All, Clear
- Find & Replace

### **Module 2: Text Formatting and saving file**

- New, Open, Close, Save, Save As
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Change the Text Case
- Line spacing, Paragraph spacing
- Shading text and paragraph
- Working with Tabs and Indents

### **Module 3: Working with Objects**

- Shapes, Clipart and Picture, Word Art, Smart Art
- Columns and Orderings - To Add Columns to a Document
- Page Number, Date & Time
- Inserting Text boxes
- Inserting Word art
- Inserting symbols
- Inserting Chart

#### **Module 4: Header & Footers**

- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Add section break to a document

#### **Module 5: Working with bullets and numbered lists**

- Multilevel numbering and Bulleting
- Creating List
- Customizing List style
- Page bordering
- Page background watermark

#### **Module 6: Tables**

- Working with Tables, Table Formatting
- Table Styles
- Alignment option
- Merge and split option

#### **Module 7: Styles and Content**

- Using Build- in Styles, Modifying Styles
- Creating Styles, Creating a list style
- Table of contents and references
- Adding internal references
- Adding a Footnote
- Adding Endnote

## **Module 8: Sharing and Maintaining Document**

- Changing Word Options
- Changing the Proofing Tools
- Managing Templates
- Restricting Document Access
- Understanding building blocks

## **Module 9: Proofing the document**

- Check Spelling as You Type.
- Mark Grammar Errors as You Type.
- Setting AutoCorrect Options

