



Ms-Word

➤ Introduction

- Introduction to MS Word
- Menus
- Shortcuts
- Document types

➤ Working with documents

- Opening Files - New & Exiting
- Saving Files
- Formatting Page and Setting Margins
- Converting files to different formats
- Importing
- Exporting
- Sending Files to other

➤ Editing Text documents

- Inserting
- Deleting
- Cut, Copy, Paste
- Undo, Redo
- Find, search, Replace

➤ Formatting Documents

- Setting Font styles
- Font selection- style, size, color etc...
- Type face – Bold, Italic, underline
- Case setting
- Highlighting
- Special symbols

➤ Setting Paragraph Style

- Alignment
- Indents
- Line space
- Margins
- Bullets and Numbering
- Grouping and ordering
- Rotating

➤ Tools

- Word Completion
- Spell Checks
- Macros
- Mail merge
- Templates
- Using Wizards
- Tracking Changes
- Security

➤ Printing Documents

- Printing Documents

➤ Setting Page style

- Formatting
- Border & Shading
- Columns
- Header & Footer
- Setting Footnotes
- Inserting manual Page break column and line break
- Creating section & Frames



- Inserting clip Arts, Picture, and other Files
- Anchoring & Wrapping
- **Setting Documents style**
 - Table of contents
 - Index
 - Page numbering, Data & Time Author etc...
 - Creating Master Documents
 - Web page

- **Creating Tables**
 - Tables setting
 - Borders
 - Alignments
 - Insertion, Deletion
 - Merging
 - Splitting
 - Sorting
 - Formula

➤ **Drawing**

- Inserting Picture/Files
- Drawing Picture
- Formatting & Editing Picture