

## MS-Word

# Introduction To MS-Word

- Opening Word
- Starting a document
- The various aspects of a document
- The toolbars in Word
- The views in Word
- Entering formation in to Word
- Editing features of Word
- Creating various paragraphs in Word
- Inserting numbering and bullets
- Inserting borders into documents
- Checking the spelling and using the Word dictionary
- Using cut, copy and paste
- Using format painter
- Using undo and redo
- Inserting tables
- Using various short cuts
- E mailing a document from Word
- Saving a document properly

**Duration:** 1 Day **Pre-Requisites:** Introduction to PCs

## Intermediate MS-Word

- Advanced editing features
- Advanced paragraph features
- The finer features of tables
- Inserting a chart into Word
- Linking information into Word
- Using the mail merge features of Word
- Creating columns in Word
- Inserting excel into Word
- Working with pictures in Word
- Creating templates
- Creating text styles
- Using outlined numbering
- Creating tabs in Word
- Creating diagrams in Word
- Creating envelopes in Word
- Creating labels in Word

Using headers and footers

Using the page numbering

**Duration:** 1 Day **Pre-Requisites:** MS-Word Introduction

## **Advanced MS-Word**

Creating table of contents

Creating indexes

Using hyperlinks

Using macros

Using cross references

Using footers

Using find and replace

Inserting page breaks

Using speech recognition

Using track and trace

Protecting your document

Online collaboration

Comparing documents

**Duration:** 1 Day **Pre-Requisites:** MS-Word Intermediate