

## MICROSOFT WORD

**DURATION: 1 Day**

### **Pre – Requisite:**

- Knowledge of working on any Windows Operating System.
- Basic Knowledge of MS-OFFICE as an advantage.

### **STARTING TO USE MICROSOFT WORD**

- Opening and closing documents
- Saving your files
- Creating new documents
- Using Help within Microsoft Word 2007

### **TEXT FORMATTING**

- Font type and font size
- Bold, italic or underline
- Subscript and superscript
- Case changing
- Highlighting
- Font color
- Copying text formatting
- Removing formatting

### **MANIPULATING TEXT**

- Selecting text
- Inserting, deleting, undo and redo
- Copying text within a document
- Moving (cutting) text within a document

### **THE CLIPBOARD**

- Using the Clipboard

## **PARAGRAPH FORMATTING**

- Paragraph marks
- Soft paragraph (line break) marks
- Aligning text
- Indenting paragraphs
- Applying single or double line spacing
- Applying spacing above or below paragraphs
- Applying bullets and numbering

## **ADDING BORDERS AND SHADING**

- Adding a border
- Adding shading

## **FINDING AND REPLACING TEXT**

- Finding text
- Replacing text

## **TABS**

- Tab stops
- Setting and removing tabs

## **STYLES**

- Applying styles to a word, line or a paragraph

## **PAGE FORMATTING**

- Page orientation and paper size
- Page margins
- Page breaks
- Headers and footers
- Page numbering
- Header and footer fields
- Cover pages

## **TABLES**

- Inserting a table
- Navigating within a table
- Selecting and editing text within a table

- Selecting cells, rows, columns or the entire table
- Inserting and deleting rows and columns
- Modifying column width or row height
- Modifying cell borders
- Adding shading to cells
- Modifying cell border width, color and style

### **GRAPHICS**

- Inserting Pictures
- Inserting Clip Art
- Inserting Shapes
- Inserting SmartArt
- Selecting, resizing and deleting graphics
- Copying or moving graphics

### **MULTIPLE DOCUMENTS**

- Switching between open documents
- Tiling or cascading documents on your screen
- Comparing documents side by side
- Copying or moving between documents

### **PROOFING AND PRINTING**

- Spell checking a document
- Using built-in custom dictionaries
- Printing options
- Previewing and printing a document

### **CUSTOMIZING MICROSOFT WORD**

- Microsoft Word templates
- Saving documents to a specific location
- Saving document using different formats
- Using the Zoom
- Page views
- Controlling the display of items within Microsoft Word
- Screen display options
- Modifying Word options
- Hyphenation
- Setting automatic hyphenation

- Hyphenation options

## **TEXT EDITING**

- Inserting special characters and symbols
- AutoCorrect options
- AutoFormat as you type
- Animated text effects
- Text wrapping options
- Text orientation formatting options
- WordArt

## **PARAGRAPH EDITING**

- Paragraph shading options
- Paragraph border options
- Reversing the color of a paragraph
- Widow paragraphs and orphan paragraphs

## **STYLES**

- Applying styles
- Modifying styles
- Creating styles
- Using Outline View with header styles
- Viewing a document in Outline View
- Creating a document in Outline view

## **TEMPLATES**

- Creating a new template based on an existing document or template
- Customizing Normal.dotm
- Recreating a default Normal.dotm file

## **SECTION BREAKS**

- Creating sections within a document
- Viewing and deleting section breaks within a document

## **COLUMNS**

- Creating multiple column layouts
- Additional column formatting options, width and spacing
- Applying and deleting column breaks

## **TABLES**

- Creating a table
- Sorting data within a table
- Formulas and tables
- Merging and splitting cells within a table
- Merging cells
- Splitting cells

## **GRAPHICS**

- Inserting Shapes
- Reordering graphics
- Placing a graphic in front or behind text
- Modifying image colors and borders
- Grouping or ungrouping shapes
- Inserting a watermark

## **TEXT BOXES**

- Inserting a Text Box
- Resizing, moving and deleting a Text Box
- Inserting text or a graphic into a Text Box
- Formatting Text Boxes
- Linking Text Boxes

## **MAIL MERGE**

- Starting the Mail Merge Wizard
- Using the Mail Merge Wizard
- Creating a mailing list to be used within a mail merge
- Merging a mailing list to produce labels

## **FIELD CODES & FILL-IN FORMS**

- Inserting a field code
- Updating fields
- Editing and deleting fields

- Locking or unlocking fields
- Displaying field codes
- Converting fields to text

## **FORMS**

- What are fill-in forms?
- Creating and editing a form
- Editing and formatting fill-in form fields
- Deleting fields within a fill-in form
- Protecting a fill-in form

## **LINKING AND EMBEDDING**

- Linking and embedding objects
- Embedding an Excel chart
- Formatting an embedded worksheet within a document
- Editing an embedded object
- Linking an Excel chart to a Word document.
- Using the 'Insert Chart' command

## **REFERENCES OPTIONS**

- Creating a Table of Contents
- Updating and modifying an existing Table of Contents
- Adding a bookmark
- Deleting a bookmark
- Going to a bookmark
- Cross-references
- Creating or editing an index
- Creating Footnotes
- Formatting Footnotes
- Deleting Footnotes
- Creating Endnotes
- Formatting Endnotes
- Deleting Endnotes
- Adding or updating a caption to an image, table or worksheet

## **COLLABORATIVE EDITING AND SECURITY**

- To password protect documents
- Inserting comments
- Checking documents for sensitive 'hidden' information
- Tracking changes within a document

## **MASTER DOCUMENTS**

- Creating a Master Document
- Inserting a table of contents into a master document
- Editing subdocuments
- Removing subdocuments

## **CONDITIONAL MAIL MERGING**

- Using conditional mail merging

## **MACROS**

- What are macros?
- Recording a macro
- Assigning a macro to a button

## **WEB PAGES AND HYPERLINKS**

- Microsoft Word and the Internet
- Save a document as a Web page
- Previewing a Web formatted page
- Saving a Web page from the Internet
- Saving documents from a Web page
- Creating Internet Hyperlinks
- Editing Internet Hyperlinks
- Removing a hyperlink