

Course Overview

Microsoft Word basic training provides essential skills and knowledge for individuals seeking to master the fundamental features of Microsoft Word. The training covers core topics such as creating and formatting documents, working with text, utilizing basic page layout and design options, and employing essential tools. Participants learn how to navigate the Word interface efficiently, apply various formatting styles.

Audience Profile

Business Professionals who frequently create and format documents. Administrative Staff responsible for document management. Writers, Content Creators, and Editors. Students and Academics working on research papers and projects. Anyone aiming to boost their Word proficiency for personal or professional purposes.

Certification

Certificate of completion

Word Intermediate Overview

Lesson 1: Document Formatting Techniques

- Advanced Text Formatting
- Paragraph Styles and Formatting
- Page Layout and Sections
- Creating and Customizing Templates

Lesson 2: Lists and Tables

- Bulleted and Numbered Lists
- Advanced Table Creation and Formatting
- Sorting and Calculations in Tables
- Advanced Table of Contents

Lesson 3: Graphics and Media Integration

- Inserting and Formatting Images
- Drawing and Manipulating Shapes
- SmartArt Graphics and Charts
- Layering and Positioning Objects

Lesson 4: Document Collaboration and Review

- Track Changes and Reviewing Tools
- Document Comparison and Combining
- Document Protection and Restriction
- Comments and Annotations

Lesson 5: Mail Merge and Data Integration

- Creating Mail Merge Documents
- Data Sources and Recipients
- Personalized Documents and Labels
- Advanced Mail Merge Techniques

Lesson 6: Document Management and Organization

- Document Properties and Metadata
- Document Navigation and Search
- Bookmarks and Cross-References
- Document Management Best Practices

Lesson 7: Macros and Automation

- Introduction to Macros
- Recording and Running Macros
- Customizing the Ribbon and Quick Access Toolbar
- Automating Common Tasks

Lesson 8: Advanced Tips and Tricks

- Time-Saving Keyboard Shortcuts
- Customizing Word Options
- Document Troubleshooting and Error Handling
- Document Recovery and Data Backup

Pre-Requisites

Required:

- Familiarity with a Windows-based computer

