

Session 1: 10:00 AM – 12:30 PM, 01 April, 2023

- ➡ Introduction to MS Word Interface
- ➡ Font and Paragraph Formatting
- ➡ Document Editing
- ➡ Heading Styles Formatting and Customization

Session 2: 02:00 PM – 04:30 PM, 01 April, 2023

- ➡ Page Setup and Page Layout
- ➡ Inserting and Formatting Figures/Table/Equations
- ➡ Formatting Header/Footer and Page Number
- ➡ Q&A Session

Session 3: 10:00 AM – 12:30 PM, 02 April, 2023

- ➡ Creating a Custom Template
- ➡ Editing Custom Template
- ➡ Opening a Custom Template
- ➡ References and Bibliography

Session 4: 02:00 PM – 04:30 PM, 02 April, 2023

- ➡ Practice Exercise on Custom Template
- ➡ Creating Master Documents
- ➡ Tips and Tricks
- ➡ Q&A Session