



Microsoft Word Course Details

◆ Course Overview

This Microsoft Word course is designed for beginners to advanced learners who want to master document creation, formatting, editing, and professional reporting.

You will learn essential tools used in offices, education, business, content writing, and documentation.

◆ What You Will Learn

1. Microsoft Word Basics

- Introduction to the Word interface
 - Ribbon, tabs, groups
 - Creating and saving documents
 - Opening, editing & organizing documents
 - Basic text typing and editing
 - Keyboard shortcuts for faster work
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2. Text Formatting & Styling

- Font styles, sizes, colors
 - Bold, italic, underline
 - Text alignment (left, right, center, justify)
 - Line & paragraph spacing
 - Bulleted and numbered lists
 - Borders and shading
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3. Page Setup & Layout

- Page size and orientation
- Margins



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- Page breaks & section breaks
 - Columns
 - Page borders
 - Headers & footers
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4. Working With Tables

- Creating tables
 - Formatting tables
 - Merging & splitting cells
 - Sorting table data
 - Table design styles
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5. Insert Tools

- Pictures & shapes
 - Icons & 3D models
 - SmartArt
 - Charts
 - Text boxes
 - WordArt
 - Symbols & equations
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6. Styles & Templates

- Creating and applying styles
- Using existing templates
- Creating custom templates



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- Consistent formatting for long documents
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7. References & Professional Documents

- Table of contents
 - Footnotes & endnotes
 - Citations & bibliography
 - Cross-references
 - Captions
 - Index creation
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8. Proofing & Reviewing Tools

- Spell check & grammar
 - Thesaurus
 - Track changes
 - Comments & suggestions
 - Compare documents
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9. Mail Merge

- Creating mailing lists
 - Letters, labels & envelopes
 - Automated document generation
 - Bulk emails creation
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10. Security & Sharing

- Password protection



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- Restrict editing
 - Digital signatures
 - Sharing documents
 - Exporting to PDF
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◆ Tools You Will Use

- Microsoft Word (2016, 2019, 2021, or Office 365)
 - Templates & add-ins
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◆ Projects You Will Build

- Professional resume
 - Business letter
 - School/college project file
 - Report with table of contents
 - Certificate design
 - Invoice & letterhead
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◆ Course Duration

- 2 to 3 weeks (practice-based learning)
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◆ Who Can Join

- Students
- Office workers
- Teachers
- Business owners

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- Anyone who wants to create professional documents