## MS-Word

**Creating A New and Opening an Existing Word Document**

* Creating a New Document
* Opening an Existing Document
* Creating a new template
* Different Views in Word

**Setting Up Documents**

* Layout
* Adjusting Margins

**Graphics in Word**

* Inserting ClipArt Images
* Inserting File Images
* Moving Images
* Deleting Images
* Text Wrapping
* Alignment

**Drawing Tools**

* Creating Lines and Arrows
* Inserting shapes in your document
* Adding Text Boxes
* Inserting WordArt
* Shadow Effects
* Adding Borders to A Picture
* Shape Fill

**Word Tools**

* Spell Check
* Thesaurus

**Modifying Text**

* Click and Type
* Moving Text Around
* Bullets and Numbering in Word
* Animating Text
* Formatting Text

**Tables in Word**

* Creating A Table
* Deleting A Table
* Moving A Table
* Borders on Tables
* Shading A Table

**Miscellaneous Word Tasks**

* Printing and Print Preview
* Saving Word Documents
* Saving A Word Document as A Web Page

Also, complete the advanced tasks mentioned in the file “Advanced Tasks”.

**MS-PowerPoint**

* Creating A New and Opening an Existing Presentation
* Creating A New Presentation
* Creating A New Presentation Based on A Template
* Opening an Existing Presentation

**PowerPoint Basic Tasks**

* Adding New Slides
* Deleting Slides
* Moving Slides
* PowerPoint Views
* Modifying Backgrounds

**Templates**

* Applying PowerPoint Templates
* Creating Your Own PowerPoint Template

**PowerPoint Text**

* Using Textboxes
* Content Placeholders
* Formatting Text

**Graphics**

* Insert PowerPoint Image
* Using Clipart Images
* PowerPoint Transitions
* Creating Animations
* Adding Sounds

**Miscellaneous PowerPoint Tasks**

* PowerPoint Spell Check
* Running the Slideshow
* Pointer Options
* Saving Presentations
* Saving as A Web Page
* Printing Presentations