



**CIS 285 - AB1**  
**GROUP PROJECT: MS WORD**  
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# **MICROSOFT WORD TRAINING MANUAL**

Microsoft Word is a well-known application that many businesses use to create, edit, and format documents. The goal of this training manual is to give staff members a thorough tutorial on how to use Microsoft Word efficiently. The manual offers step-by-step instructions and visual aids to facilitate learning and covers both basic and sophisticated functions of the application.

**The main objectives of this training manual are as follows:**

- Familiarize staff members with Microsoft Word and its key features
- Enable staff members to create and edit documents efficiently using Microsoft Word
- Provide staff members with the skills necessary to format and design professional-looking documents
- Equip staff members with the knowledge required to collaborate on documents using Microsoft Word

**The training manual covers the following topics:**

- Introduction to Microsoft Word
- Creating a new document
- Saving and opening documents
- Basic editing techniques
- Formatting text and paragraphs
- Page layout and design
- Working with tables
- Using images and graphics
- Collaboration and sharing features

The training manual is intended to be a self-directed learning tool. Employees can practice the skills taught using Microsoft Word while reading the guidebook at their own speed. You can obtain the training manual on a computer or mobile device in PDF format.

## **Microsoft Word Proficiency Test:**

An assessment will be used to measure the effectiveness of the training activities and whether the intended learning and performance goals have been met. The assessment will consist of a series of tasks that staff members must complete using Microsoft Word. These tasks will cover the key features and skills taught in the training manual. The assessment will be timed and staff members must complete the tasks within a specified time frame. The results of the assessment will be used to evaluate the effectiveness of the training and identify areas that need improvement.

This training manual provides staff members with the knowledge and skills required to use Microsoft Word effectively. By following the step-by-step instructions and practicing the skills taught, staff members will be able to create professional-looking documents efficiently. The assessment will enable us to evaluate the effectiveness of the training and make improvements where necessary.

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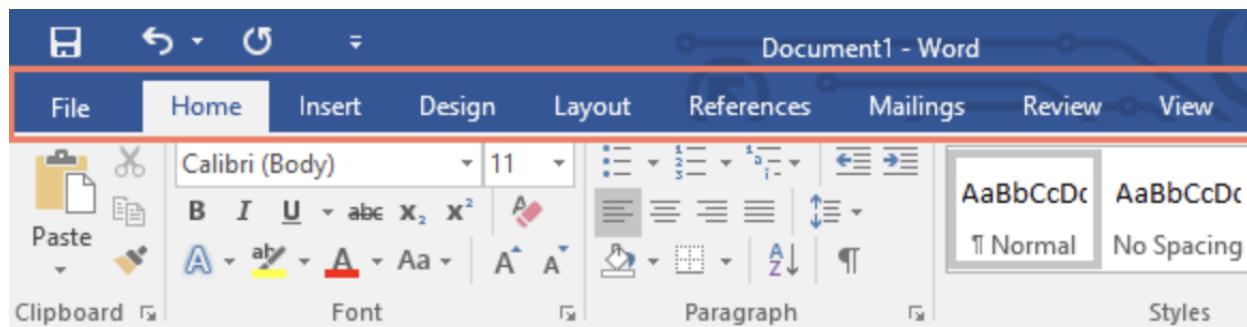
# Introduction to Microsoft Word

This topic covers the basics of Microsoft Word and its interface. It introduces the different toolbars and menus available in Word and how to navigate them. It also provides an overview of the different document types that can be created in Word, such as letters, reports, and memos.

## Toolbars and Menus in Microsoft Word:

Microsoft Word has a range of menus and toolbars that you can use to perform various tasks. Here are some of the most commonly used menus and toolbars:

- **The Home Tab** contains all of the essential formatting tools, such as font styles, paragraph formatting, and bullet points.
- **The Insert Tab** is used to add different types of content to your document, such as pictures, tables, and hyperlinks.
- **The Page Layout Tab** contains tools that are used to adjust the layout of your document, such as margins, page orientation, and page size.
- **The References Tab** is used to add elements such as footnotes, citations, and table of contents to your document.
- **The Review Tab** contains tools that are used to check for spelling and grammar errors, as well as add comments and track changes to your document.
- **The View Tab** contains tools that are used to adjust the way your document is displayed on the screen, such as zoom level and page view.



## Different Document Types in Microsoft Word:

Microsoft Word can be used to create a wide range of document types. Here are some of the most common ones:

- **Letters** are used for correspondence. They typically include a header with the sender's and recipient's address, a greeting, the body of the letter, and a closing.
- **Reports** are used to present information in a structured format. They typically include a cover page, table of contents, introduction, main body, conclusion, and references.

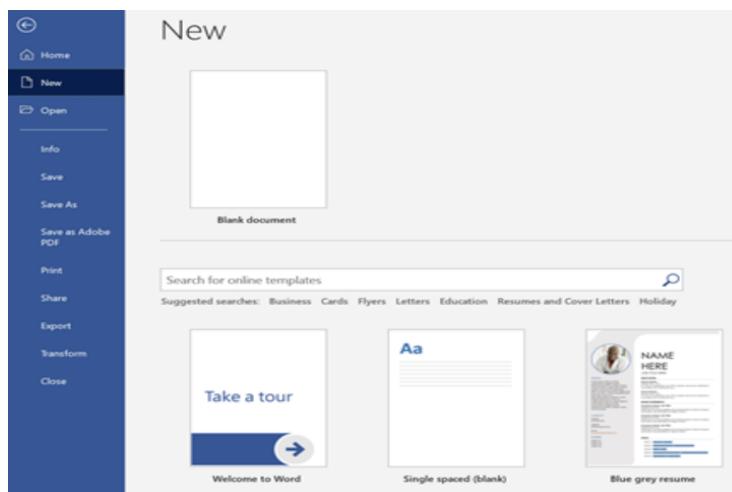
- **Memos** are used for internal communication within an organization. They typically include a header with the recipient's and sender's name, the date, and a brief description of the topic being addressed.
- **Resumes** are used to highlight a person's skills and experience when applying for a job. They typically include a summary of the person's qualifications, education, work experience, and contact information.
- **Flyers** are used to promote events or products. They typically include a catchy headline, images, and details about the event or product being promoted.

These are just a few examples of the types of documents that can be created in Microsoft Word. Depending on your needs, you can customize your document with different formatting options, images, charts, and more.

## Creating a new document

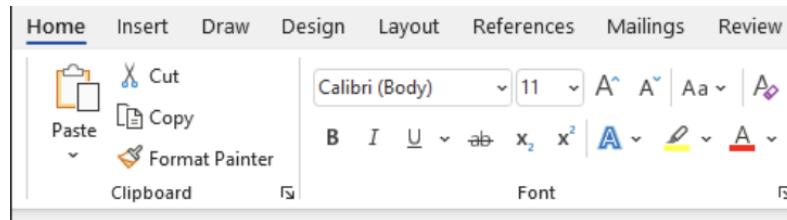
This topic covers how to create a new document in Microsoft Word. It provides step-by-step instructions on setting up the document, such as choosing a template, selecting a font style and size, and adding headers and footers. It also explains how to add and edit the text in a document.

1. Open Microsoft Word on your computer. You will see a blank document.
2. Choose a template (optional). If you want to use a pre-designed layout, click on "File" in the top left corner, then click "New." Browse through the templates available, and click on one to use it.



3. Choose a font style and size. In the "Home" tab, you can choose the font style and size that you want to use for your text. You can also adjust the colour and bold/italicize the text.
4. Add text. Click on the blank document and start typing your text. You can also copy and paste text from another document or source.

5. Edit text. Use the tools in the "Home" tab to edit your text. You can change the font, size, and colour of the text. You can also adjust the spacing between lines and paragraphs.

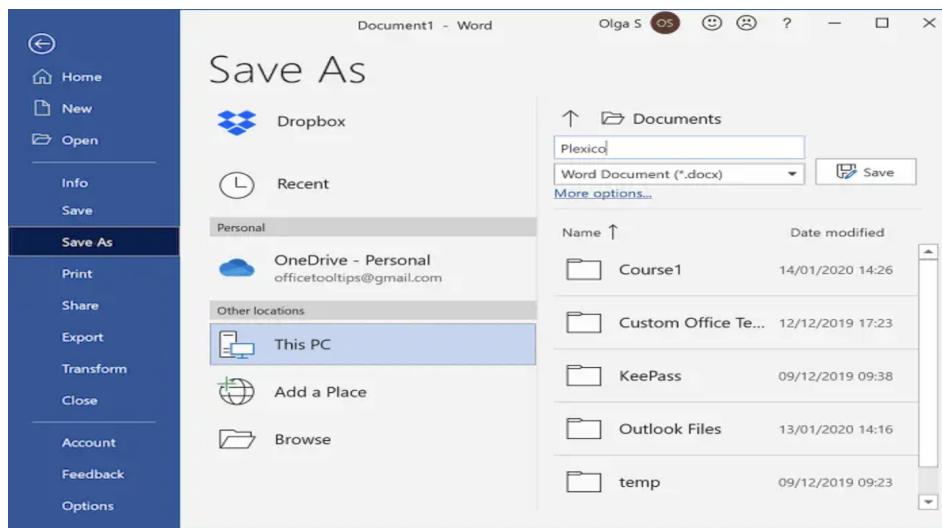


## Saving and opening documents

This topic covers how to save and open documents in Microsoft Word. It provides instructions on saving a document to different file formats and locations, such as saving it to the cloud or a USB drive. It also explains how to recover unsaved documents and how to open existing documents.

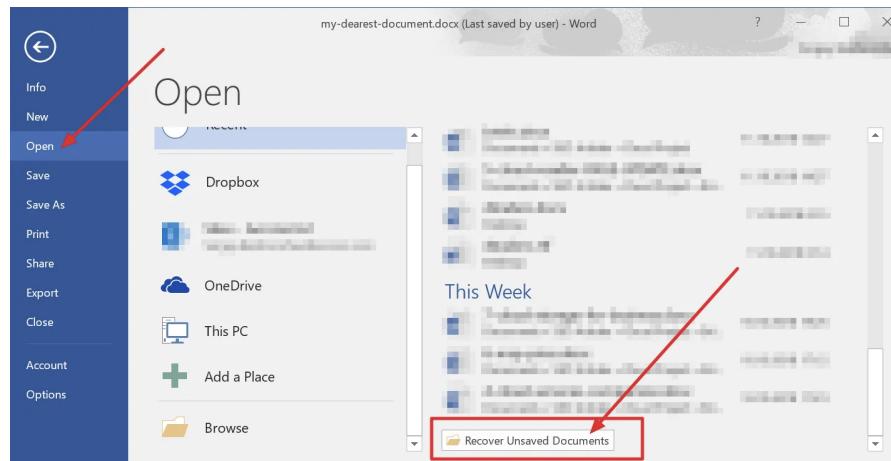
### How to Save a Document:

1. Click on "File" in the top left corner of the screen.
2. Click on "Save As" to choose a location and file name for your document.
3. Choose the file format you want to save it as. You can save it as a Word document (.docx), a PDF, a text file, or other file formats.
4. If you want to save the document to the cloud, such as OneDrive, Dropbox or Google Drive, choose the location and follow the prompts to sign in and save.
5. If you want to save the document to a USB drive, plug in the drive and choose it as the location to save the file.
6. Click "Save" to save the document to the selected location.



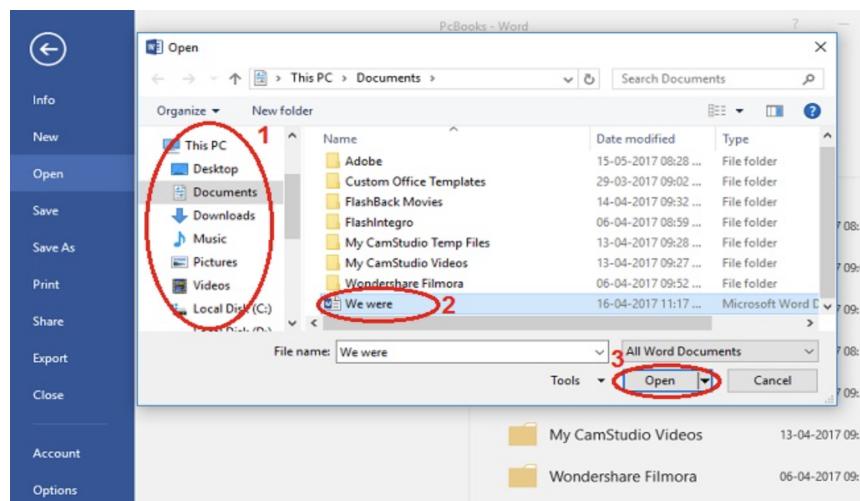
## How to Recover Unsaved Documents:

1. Click on "File" in the top left corner of the screen.
2. Click on "Open" to see a list of recently opened documents.
3. Scroll to the bottom of the list and click on "Recover Unsaved Documents."
4. Choose the document you want to recover and click "Open."
5. Save the document to the desired location to ensure you don't lose any changes.



## How to Open an Existing Document:

1. Click on "File" in the top left corner of the screen.
2. Click on "Open."
3. Choose the location where the document is saved, such as on your computer, OneDrive, or a USB drive.
4. Browse through the files and select the document you want to open.
5. Click "Open" to open the document.

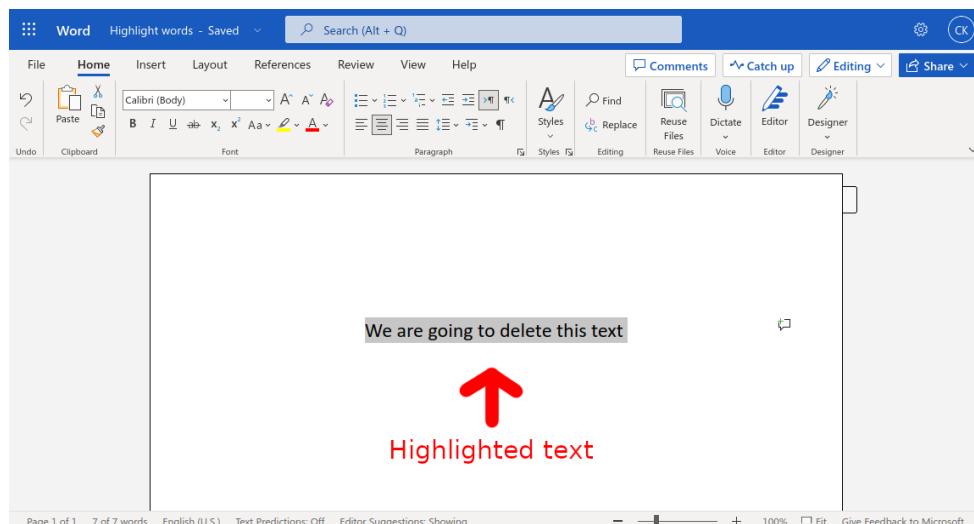


# Basic editing techniques

This topic covers basic editing techniques such as selecting and deleting text, using undo and redo, and copying and pasting text. It also explains how to use the find and replace feature to quickly make changes to a document.

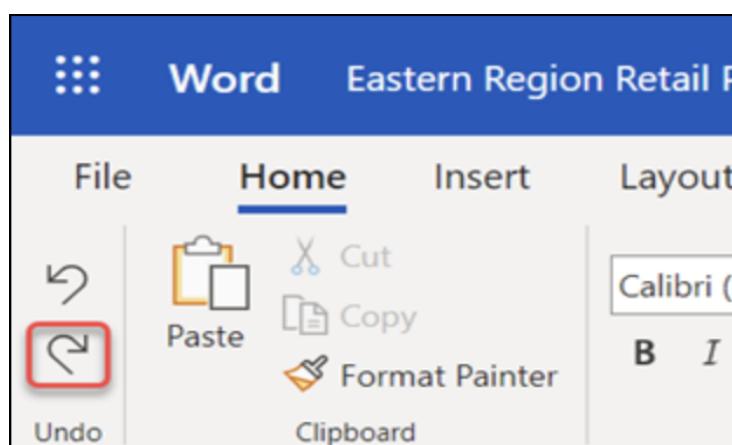
## How to Select and Delete Text:

1. Click and drag your cursor over the text you want to select. The text should be highlighted.
2. Press the "Backspace" key on the keyboard to remove the selected text.



## How to Undo and Redo:

1. Click on the "Undo" arrow in the top left corner of the screen to undo the last action.
2. Click on the "Redo" arrow to redo the last action.

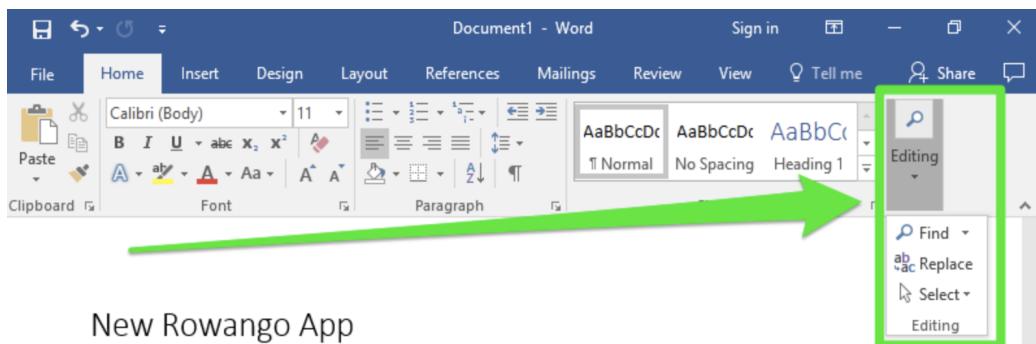


## How to Copy and Paste Text:

1. Select the text you want to copy.
2. Press "Ctrl" + "C" on your keyboard to copy the text.
3. Click where you want to paste the copied text.
4. Press "Ctrl" + "V" on your keyboard to paste the text.

## How to Use Find and Replace:

1. Click on "Home" in the top menu.
2. Click on "Replace" in the "Editing" section.
3. In the "Find and Replace" dialog box, type the text you want to find in the "Find what" field.
4. Type the replacement text in the "Replace with" field.
5. Click on "Find Next" to locate the first instance of the text you want to replace.
6. Click on "Replace" to replace the text or "Replace All" to replace all instances of the text.

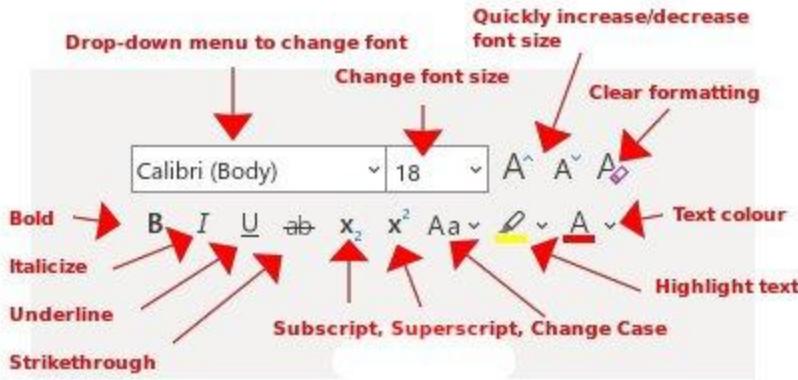


## Formatting text and paragraphs

This topic covers how to format text and paragraphs in Microsoft Word. It provides step-by-step instructions on changing the font style, size, and colour of text, as well as how to apply bold, italic, and underline styles. It also covers paragraph formatting, such as alignment, indentation, and line spacing.

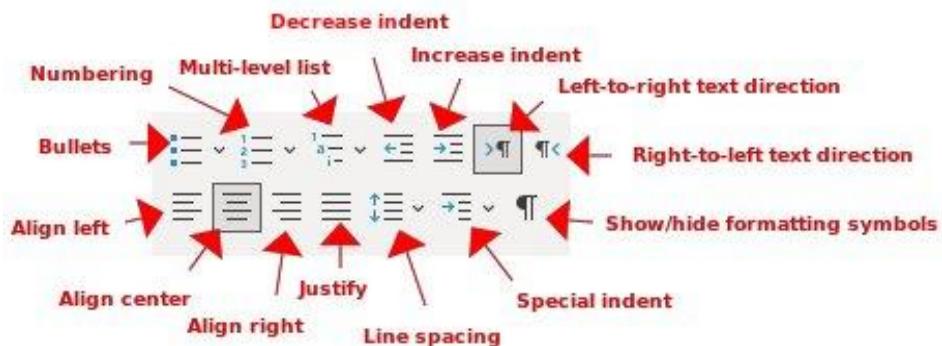
## How to Format Text:

1. Select the text you want to format.
2. Click on the "Home" tab in the top menu.
3. Choose the font style you want from the "Font" drop-down menu.
4. Choose the font size you want from the "Font Size" drop-down menu.
5. Choose the font colour you want from the "Font Color" drop-down menu.
6. Click on the "Bold," "Italic," or "Underline" buttons to apply these styles to the selected text.



## How to Format Paragraphs:

1. Click where you want to apply the formatting.
2. Click on the "Home" tab in the top menu.
3. Choose the alignment you want from the "Paragraph" section. You can choose left, center, right, or justify alignment.
4. Choose the indentation you want from the "Paragraph" section. You can choose to indent the first line of a paragraph, the entire paragraph, or none.
5. Choose the line spacing you want from the "Paragraph" section. You can choose single, 1.5 lines, or double spacing.
6. Click on the "Bullets" or "Numbering" buttons to create a bulleted or numbered list.

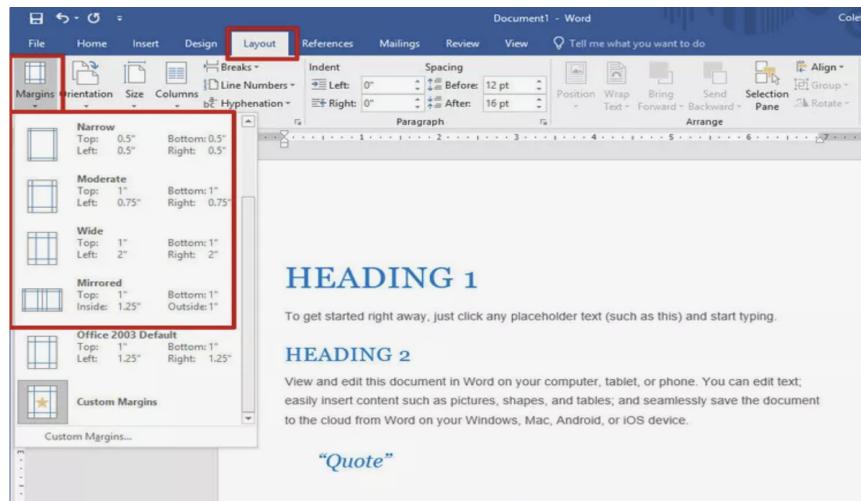


# Page layout and design

This topic covers how to design and format the layout of a document in Microsoft Word. It provides instructions on setting margins, adding page breaks, and creating headers and footers. It also covers how to use themes and styles to create a consistent design throughout the document.

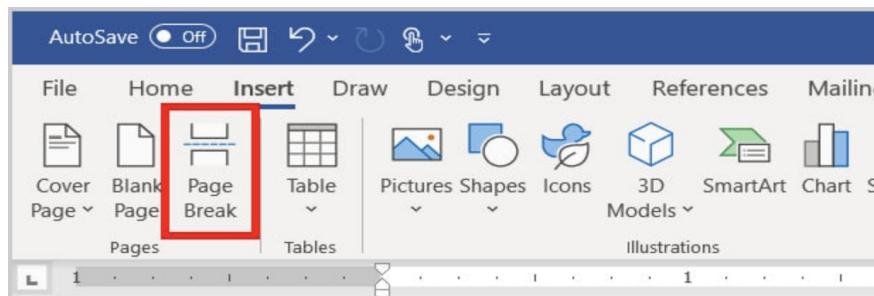
## How to Set Margins:

1. Click on the "Layout" tab in the top menu.
2. Click on "Margins" in the "Page Setup" section.
3. Choose the margin size you want from the list of predefined margin sizes or click on "Custom Margins" to set your own margin size.



## How to Add Page Breaks:

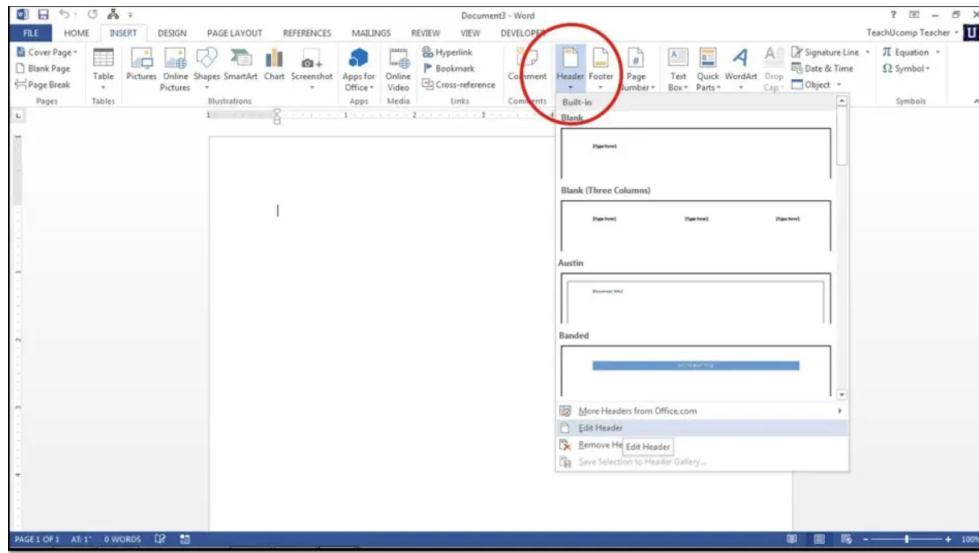
1. Click on the "Insert" tab in the top menu.
2. Click on "Page Break" in the "Pages" section.
3. This will insert a new page at the location of your cursor.



## How to Create Headers and Footers:

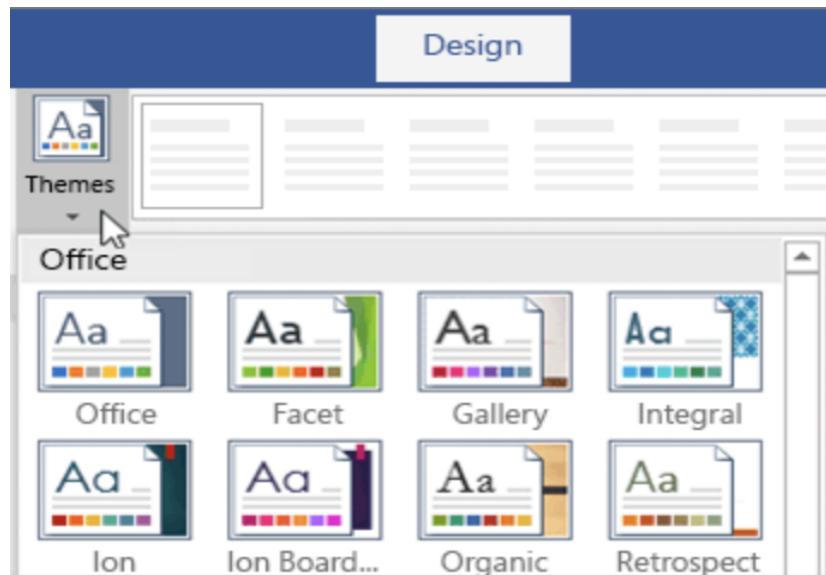
1. Click on the "Insert" tab in the top menu.
2. Click on "Header" or "Footer" in the "Header & Footer" section.
3. Choose the header or footer style you want from the list of predefined styles or click on "Edit Header" or "Edit Footer" to create your own custom header or footer.

4. Enter the text or elements you want in the header or footer.



### How to Use Themes and Styles:

1. Click on the "Design" tab in the top menu.
2. Choose a theme from the "Themes" section. This will apply a consistent design to your document, including colors, fonts, and effects.
3. Choose a style from the "Styles" section. This will apply a consistent design to headings, paragraphs, and other elements in your document.

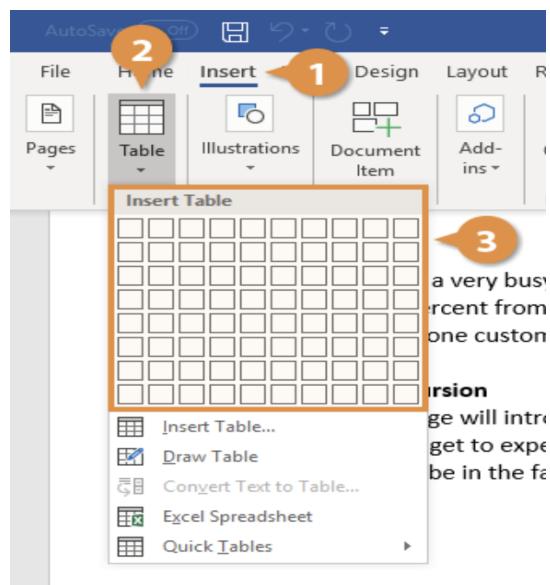


# Working with tables

This topic covers how to create and format tables in Microsoft Word. It provides step-by-step instructions on adding and deleting rows and columns, and formatting table borders.

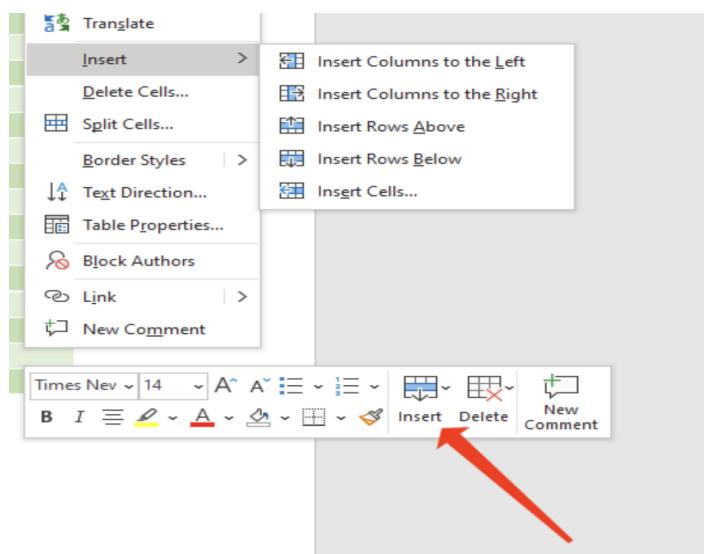
## How to Create a Table:

1. Click on the "Insert" tab in the top menu.
2. Click on "Table" in the "Tables" section.
3. Choose the number of rows and columns you want from the grid that appears.
4. Click "insert table".



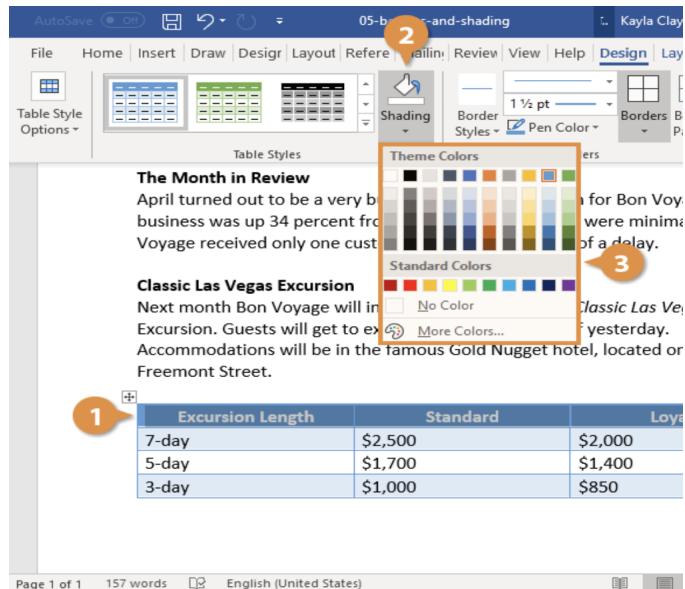
## How to Add and Delete Rows and Columns:

1. Click on a cell in the row or column where you want to add or delete rows or columns.
2. Right-click on the cell and choose "Insert" or "Delete" from the drop-down menu.
3. Choose whether you want to insert or delete rows or columns above, below, or to the left or right of the selected cell.



## How to Format Table Borders and Shading:

1. Click on the table to select it.
2. Click on the "Design" tab in the top menu.
3. Choose the border and shading styles you want from the "Table Styles" section.

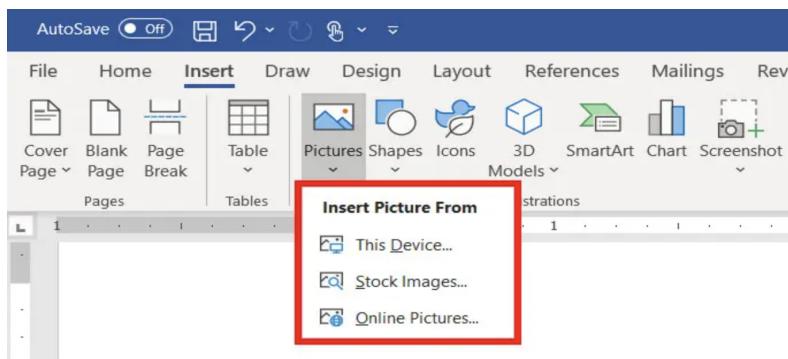


## Using images and graphics

This topic covers how to add and format images and graphics in Microsoft Word. It provides instructions on inserting and resizing images, wrapping text around images, and using shapes and diagrams. It also covers how to add captions and alt text to images for accessibility.

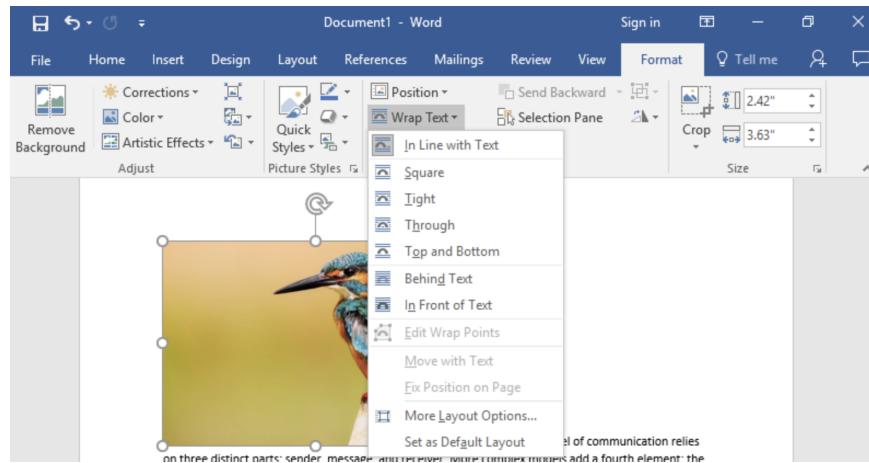
### Inserting and Resizing an Image:

1. Click on the location in your document where you want to insert the image.
2. Go to the Insert tab and click on the Pictures or Online Pictures button to select an image from your computer or the internet.
3. Click on the image to select it.
4. Click and drag one of the handles that appear around the image to resize it.



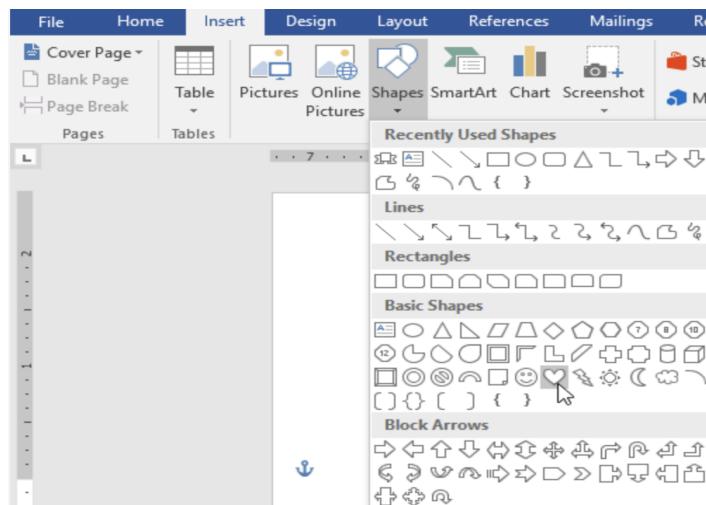
## Wrapping Text Around an Image:

1. Click on the image to select it.
2. Go to the Format tab and click on the Wrap Text button.
3. Select an option, such as Square or Tight, from the drop-down menu.



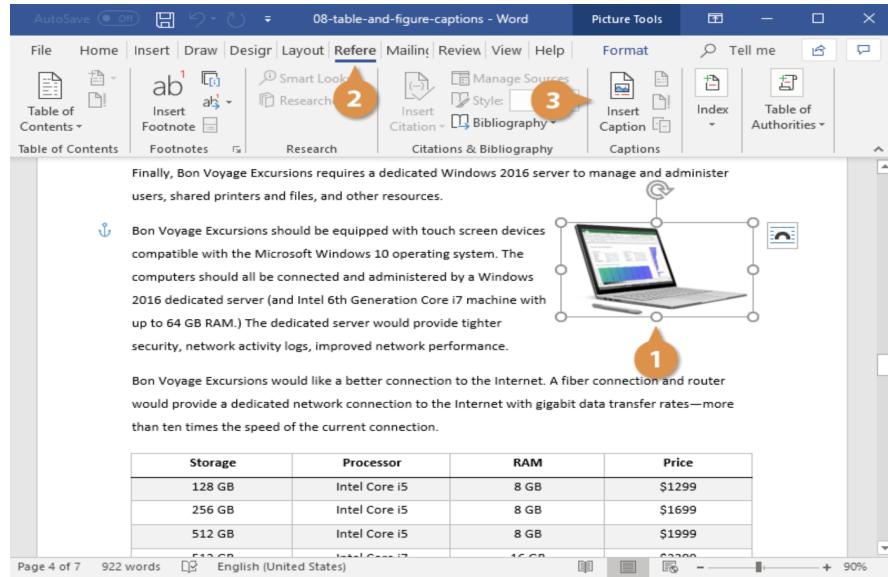
## Adding Shapes and Diagrams:

1. Go to the Insert tab and click on the Shapes or SmartArt button.
2. Choose the shape or diagram you want to insert.
3. Customize it by changing its colour, size, and style.



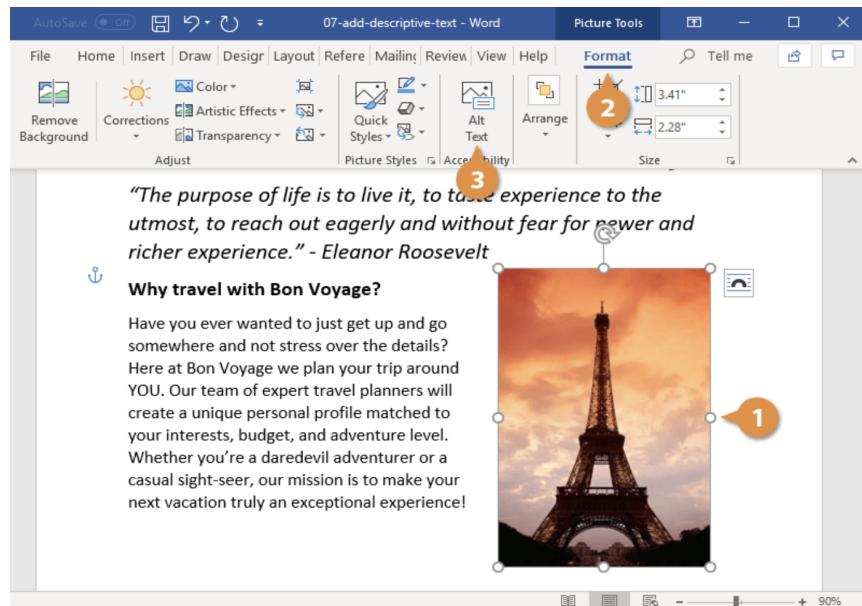
## Adding a Caption to an Image:

1. Click on the image to select it.
2. Go to the References tab and click on the Insert Caption button.
3. Enter a description of the image in the Caption dialogue box.



### Adding Alt Text to an Image:

1. Click on the image to select it.
2. Go to the Format tab and click on the Alt Text button.
3. Enter a brief description of the image in the Alt Text pane.

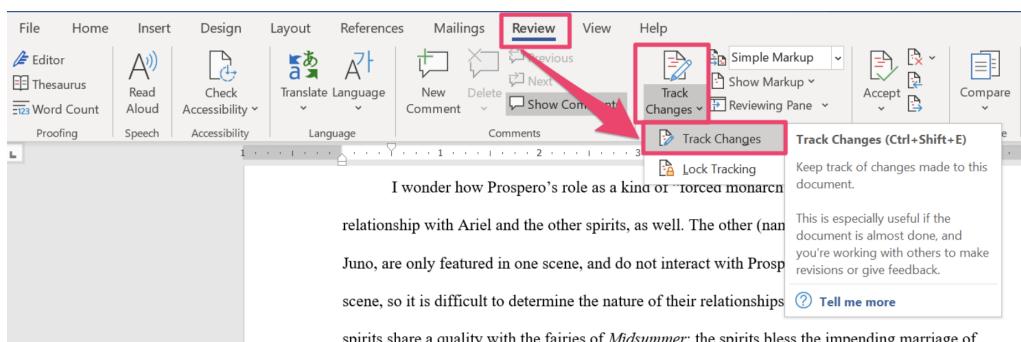


# Collaboration and sharing features

This topic covers how to collaborate and share documents using Microsoft Word. It provides instructions on tracking changes, adding comments, and sharing documents via email or the cloud.

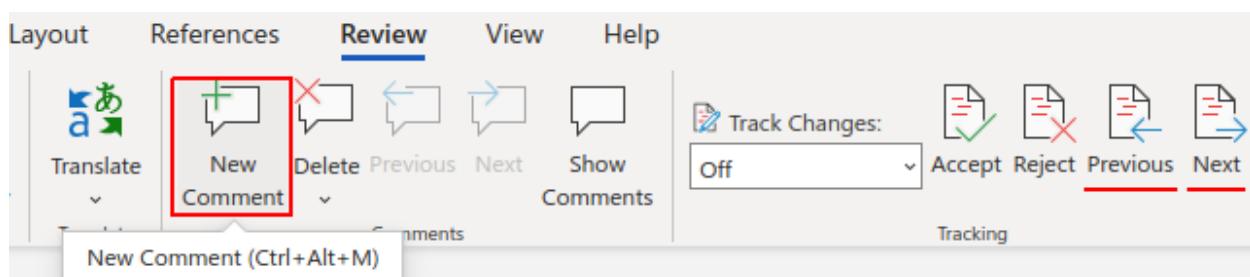
## Tracking Changes:

1. Go to the Review tab and click on the Track Changes button to turn it on.
2. Edit the document as usual. Your changes will be highlighted in a different colour and any deleted text will be shown with a strikethrough.
3. Review the changes made by other users by going to the Review tab and clicking on the Previous and Next buttons.



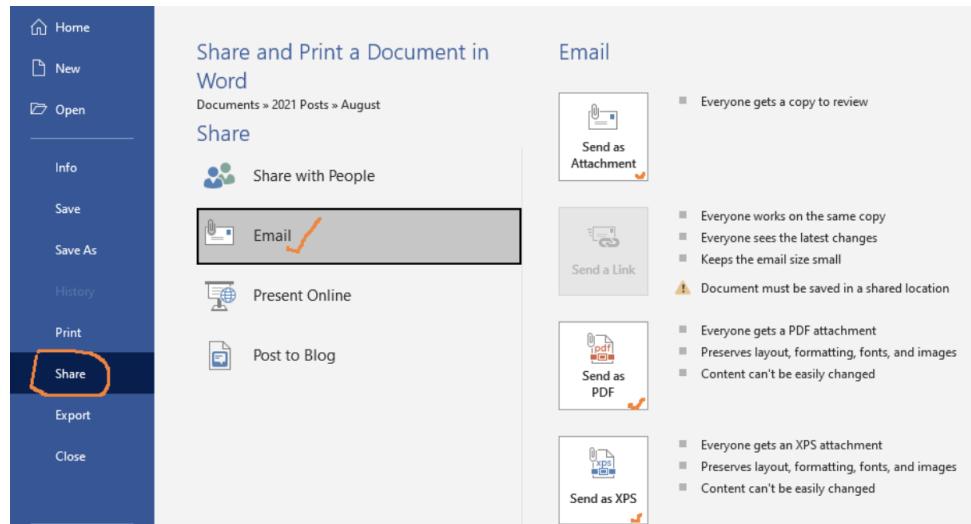
## Adding Comments:

1. Go to the Review tab and click on the New Comment button.
2. Type your comment in the comment pane that appears.
3. To reply to a comment, click on the comment and click on the Reply button.
4. Review comments made by other users by going to the Review tab and clicking on the Previous and Next buttons.
- 5.



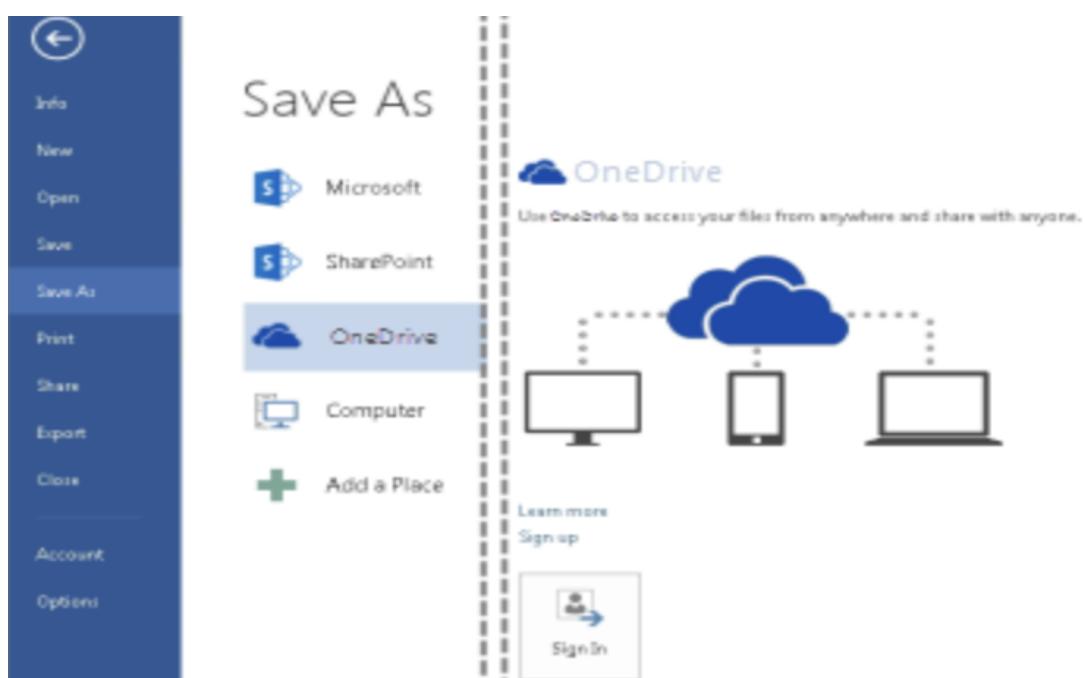
## Sharing Documents via Email:

1. Go to the File tab and click on Share.
2. Choose the sharing option you want, such as inviting people to edit the document or sending a copy of the document as an attachment via email.
3. Enter the email addresses of the people you want to share the document with.



## Sharing Documents via the Cloud:

1. Go to the File tab and click on Save As.
2. Choose the cloud storage option you want, such as OneDrive or SharePoint.
3. Choose the folder you want to save the document in.
- 4.



# **Microsoft Word Proficiency Test**

## **Assessment Objectives:**

- To evaluate staff members' proficiency in using Microsoft Word after completing the training activities.
- To determine whether the intended learning and performance goals have been met.

## **Assessment Tasks:**

1. Create a new document and add a title to the document.
2. Insert a table with 4 rows and 5 columns and add content to each cell.
3. Change the font size of the title to 18pt and apply an underline.
4. Apply a different font style to the content in the first row of the table.
5. Add a page break to the document.
6. Insert an image and resize it to 3 inches wide.
7. Add a caption to the image.
8. Save the document with a specific name in a designated location.

## **Assessment Guidelines:**

- All tasks must be completed within 15 minutes.
- Microsoft Word software and the training manual may be used to complete the tasks.
- All tasks must be completed in the order provided.
- Formatting guidelines and instructions provided in the tasks must be followed
- The document must be saved with a specific name in a designated location.
- Staff members will be evaluated based on the accuracy and completion of the tasks within the given time frame.

## **Assessment Results:**

- Staff members who complete all tasks accurately and within the given time frame will be considered proficient in using Microsoft Word.
- Staff members who do not complete all tasks accurately and within the given time frame will need further training and support.
- Assessment results will be used to evaluate the effectiveness of the training activities and identify areas that need improvement.

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