Mircrosoft Word

Introduction to Microsoft Word:

In this training, participants will be given an overview of the different features of Microsoft Word. Participants will learn to use Microsoft Word to produce professional-looking documents. Features included are typing, formatting, spell checking, document spacing, margins, page numbering and saving a document

Take Away:

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Who can attend:

Any person who has some basic knowledge of computer function can attend this course.

Must carry:

All participants need to carry Work station for understanding and working break out exercises.

Duration:

2-day program

OUTLINE:

- *Create a new document.*
- *Open, save and print a document.*
- *Edit and format text.*
- *Change the page layout, background and borders.*
- *Insert headers and footers.*
- *Insert and edit tables.*
- *Insert clip art and pictures to documents.*
- *Perform a mail merge.*
- *Share and review shared document files.*

- *Word Basics*
- *Work with Text*
- *Format Documents*
- *Work with Text Objects*
- *Work with References*
- *Work with Illustrations*
- *Specialized Documents*
- *Collaborate with Others*
- *Web Pages*

Break out exercise and other instructor laid discussions

SRIJAN SOLUTIONS