

## Microsoft-Word 2016/2019

### **Module 1: Creating a Microsoft Word Document**

This module explains how to get started using Microsoft Word.

Topics: Starting Microsoft Word

- Creating a Document
- Saving a Document
- Opening Existing document
- Toolbars
- Closing a Document

### **Module 2: Formatting Microsoft Word Documents**

This module explains how to format Microsoft Word Documents.

Topics: • Selecting Text

- Selecting Fonts & Colors, Format Painter
- Working with Lists
- Inserting a Hyperlink in a Document
- Using Styles
- Using Themes
- Using the Ruler
- Setting Margin
- Paragraphs
- Line spacing
- Indentation

### **Module 3: Editing Documents.**

This module explains how to edit documents in Microsoft Word

Topics: • Find

- Find and Replace
- Appending Text to a Document
- Using the Clipboard.

- Moving & Copying Text
- Drag & Drop

#### **Module 4: Finalizing Microsoft Word Documents**

This module explains how to finalize Microsoft Word Documents.

Topics: • Adding Page Numbers

- Headers and Footers
- Checking Spelling and Grammar
- Page Background
- Page Borders

#### **Module 5: Working with Tables**

This module explains how to work with tables in Microsoft Word.

Topics: • Inserting a table

- Table styles
- Formatting a Table
- Table Layout
- Draw Table

#### **Module 6: Working with Images, Shapes & Illustrations**

This module explains how to work with images in Microsoft Word.

Topics: • Inserting Images

- Placing and Sizing Images
- Wrapping Text around an Image
- Adjusting Images
- Adding Shapes
- Editing Shapes
- Shape Effects
- WordArt
- Symbols & Icons
- Smart Arts
- Charts

### **Module 7: Managing Mailings**

This module explains how to manage mailings in Microsoft Word.

Topics: • Creating Envelopes and Labels

- Using Mail Merge
- Creating Data Source

### **Module 8: Securing & Collaborating Document:**

This module explains how to protect documents in Microsoft Word

Topics: • Making Word Documents Read Only

- Password Protect Word Documents
- Removing Metadata from Files
- Restrict Formatting and Editing
- Track Changes
- Sharing Document