



## Ms-Word

### ➤ Introduction

- Introduction to MS Word
- Menus
- Shortcuts
- Document types

### ➤ Working with documents

- Opening Files - New & Exiting
- Saving Files
- Formatting Page and Setting Margins
- Converting files to different formats
- Importing
- Exporting
- Sending Files to other

### ➤ Editing Text documents

- Inserting
- Deleting
- Cut, Copy, Paste
- Undo, Redo
- Find, search, Replace

### ➤ Formatting Documents

- Setting Font styles
- Font selection- style, size, color etc...
- Type face – Bold, Italic, underline
- Case setting
- Highlighting
- Special symbols

### ➤ Setting Paragraph Style

- Alignment
- Indents
- Line space
- Margins
- Bullets and Numbering
- Grouping and ordering
- Rotating

### ➤ Tools

- Word Completion
- Spell Checks
- Macros
- Mail merge
- Templates
- Using Wizards
- Tracking Changes
- Security

### ➤ Printing Documents

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### ➤ Setting Page style

- Formatting
- Border & Shading
- Columns
- Header & Footer
- Setting Footnotes
- Inserting manual Page break column and line break
- Creating section & Frames



- Inserting clip Arts, Picture, and other Files
- Anchoring & Wrapping
- **Setting Documents style**
  - Table of contents
  - Index
  - Page numbering, Data & Time Author etc...
  - Creating Master Documents
  - Web page

- **Creating Tables**
  - Tables setting
  - Borders
  - Alignments
  - Insertion, Deletion
  - Merging
  - Splitting
  - Sorting
  - Formula

➤ **Drawing**

- Inserting Picture/Files
- Drawing Picture
- Formatting & Editing Picture