

Microsoft Word

Duration: 15 Hours

1. Introduction to Microsoft Word
2. Use of Microsoft Word
3. Scope of Microsoft Word
4. Starting With Microsoft Word Back Stage View
5. Understanding Use of Templates Overview
6. Creating Templates
7. Creating Resumes
8. Creating Business Cards
9. Creating Brochures
10. Creating Posters
11. Creating Flyers
12. Creating Participant Certificate
13. Creating Text on Blank Page
14. Clipboard Group
15. Fonts & Alignments
16. Paragraph the Data
17. Styles Align
18. Find & Replace the Data

19. Inserting Blank Pages
20. Creating Book Outlets Cover
21. Page Break Data
22. Inserting Images

23. Picture Tools
24. Shapes & Edits

25. Smart Art Data & Tools
26. 3D Models & Icons
27. ScreenShots
28. Charts & Tools
29. Hyperlink the Text & Objects
30. Commenting in Text Data

31. Headers & Footers
32. Use of Text boxes
33. Symbols & Equations
34. Making One Handout Example
35. Making One Handout Example
36. Draw Tool in Microsoft Word

37. Document Formatting
38. Page Background
39. Page Setup
40. Page Arrange
41. Eye on References Tool
42. Eye on Review Tool
43. Eye on View Tool
44. Developing a record basic Macro
45. Help Button in Microsoft Word

46. Mail Merge & Tools

47. Making One Handout Example

48. Making One Handout Example

49. Making Invoices in Word

50. Upcoming Data of Updates to Know REMEMBER

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