

MS WORD

MS WORD FOR ABSOLUTE BEGINNERS STUDY PROGRAM

Chapter 1: Introduction to MS Word

1. What is MS Word? Overview and Uses
2. Understanding the Word Interface (Ribbon, Toolbar, Document Area)
3. Creating, Opening, and Saving Documents
4. Navigating a Word Document
5. Basic Text Entry and Editing

Chapter 2: Formatting Text and Paragraphs

1. Changing Font Type, Size, and Color
2. Bold, Italic, Underline, and Text Highlighting
3. Paragraph Alignment and Line Spacing
4. Bullets and Numbered Lists
5. Indents and Tabs

Chapter 3: Working with Pages and Layouts

1. Setting Margins and Page Orientation
2. Changing Paper Size
3. Inserting Page Breaks
4. Adding and Removing Headers and Footers

5. Using Page Numbers

Chapter 4: Inserting and Formatting Tables

1. Creating a Table
2. Adding and Deleting Rows and Columns
3. Merging and Splitting Cells
4. Applying Table Styles and Borders
5. Sorting Data in Tables

Chapter 5: Working with Images and Objects

1. Inserting Pictures from Computer and Online Sources
2. Resizing, Cropping, and Positioning Images
3. Adding Shapes and Icons
4. Using Text Boxes for Custom Layouts
5. Applying Wrap Text to Images

Chapter 6: Working with Styles and Themes

1. Understanding and Applying Word Styles
2. Creating and Modifying Custom Styles
3. Using Themes for Consistency

4. Applying Borders and Shading to Text

5. Creating a Cover Page

Chapter 7: Spelling, Grammar, and Proofreading Tools

1. Using Spell Check and Grammar Check

2. Enabling AutoCorrect and Suggestions

3. Using Find and Replace

4. Adding Comments and Suggestions

5. Checking Word Count and Readability

Chapter 8: Introduction to Lists and Columns

1. Creating and Formatting Numbered and Bulleted Lists

2. Customizing List Styles

3. Creating Multi-Level Lists

4. Formatting Text into Columns

5. Using Drop Caps for a Professional Look

Chapter 9: Inserting Hyperlinks and References

1. Adding and Editing Hyperlinks

2. Creating Footnotes and Endnotes

3. Using Citations and Bibliography Tools

4. Generating a Table of Contents Automatically

5. Cross-Referencing Text and Headings

Chapter 10: Printing and Sharing Documents

1. Setting Up Page Layout for Printing

2. Using Print Preview and Print Settings

3. Converting Documents to PDF

4. Sharing Documents via Email or Cloud

5. Collaborating with Others Using Track Changes

This study program provides a gradual learning curve, ensuring learners develop a strong foundation in MS Word before exploring more advanced features.

LEARN PC SKILLS

Knowledge is the best investment you can make in yourself because it's something no one can take away, and it goes with you wherever life leads. Skills like Excel, Word, PowerPoint, and Publisher are not just tools; they are career enhancers that open doors to better opportunities. In today's competitive job market, proficiency in these programs boosts your resume and demonstrates your ability to work efficiently and professionally.

Our courses are led by PC experts with years of experience in practical, business-oriented solutions. They focus on real-world applications, ensuring you gain the skills needed to tackle challenges and deliver results in professional settings. Invest in knowledge today—it's the foundation for a brighter future.

HOW IT WORKS

Our 1-on-1 personalized PC classes are designed to fit your schedule and learning style. During each session, we walk you through step-by-step lessons, offering practical examples on how to effectively use various Office 365 applications like Excel, Word, PowerPoint, Outlook and Publisher.

You have the flexibility to either come to our location or have us come to yours for maximum convenience.

COURSE: MS Word for Absolute Beginners

DURATION: 6 hours

COST: \$240.00



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