



MICROSOFT WORD PROFESSIONAL

Course ID : MSWO365-PRO



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Duration: 1 Day

(6 Hours) 09:00 AM – 04:00 PM



Price: Call (In-house training only)

* (excluding VAT 7%)

* Eligible for 200% tax deduction



Training Schedule

www.9experttraining.com

Category: Business

This course is designed to equip participants with professional-level skills in Microsoft Word. It covers a wide range of techniques for creating and managing documents efficiently, including mail merge, automatic table of contents, multi-page formatting, font management, and working with tables, columns, and tabs. Participants will learn how to produce well-structured, high-quality documents with maximum efficiency under the guidance of experienced instructors.

Objectives

1. Accurately identifying and using the components of Microsoft Word
2. Inserting images and symbols into documents
3. Managing paragraphs effectively
4. Utilizing tab settings for precise document alignment
5. Working with columns in documents
6. Preparing and formatting complex documents for printing
7. Creating mail merge documents

Objectives

8. Comparing and reviewing documents efficiently
9. Managing document security and protection

Target Audience

1. General users
2. Office secretaries and administrative staff
3. Students preparing theses or academic papers

Prerequisites

1. Basic proficiency in computer usage

System Requirements

1. Windows 10 or Windows 11 operating system
2. Microsoft Word (Microsoft 365 version or later)

TRAINING TOPICS

 **DAY 1** Morning Session

9:00 AM – 12:00 PM

1. Introduction to Microsoft Word

2. Exploring the Components of Microsoft Word

3. Working with Text

- Formatting text
- Applying special text effects
- Inserting symbols
- Creating numbered and bulleted lists
- Using and managing text styles

4. Using Shortcut Keys for Efficient Work

5. Techniques for Selecting Text

- Selecting words
- Selecting paragraphs
- Selecting the entire document

6. Exploring Microsoft Word Views and Menus

7. Understanding Document Views

- Print Layout View
- Full Screen Reading View
- Web Layout View
- Outline View
- Draft View

8. Applying Automatic Text Replacement Techniques

9. Working with Hyperlinks

10. Managing Paragraphs

- Various paragraph formats
- Setting paragraph spacing

11. Using Tabs for Document Alignment

12. Working with Multi-Column Documents

13. Inserting and Formatting Images and Drawings

- Inserting images, drawings, and WordArt
- Formatting images, drawings, WordArt, and SmartArt
- Inserting screenshots

 **DAY 1 Afternoon Session**

1:00 PM – 4:00 PM

14. Setting Up Pages

15. Preparing Documents for Printing

- Previewing print layouts
- Configuring print settings and printing documents

16. Working with Tables

- Creating new tables
- Adding or removing columns and rows
- Formatting and customizing tables

17. Structuring Documents with Heading Styles

- Understanding the benefits of styles and headings
- Setting up and managing heading styles

18. Working with Captions

19. Managing Breaks (Section and Page Breaks)

20. Applying Techniques to Mixing Portrait and Landscape Pages within a Single Document

21. Adjusting Document Colors and Fonts

22. Creating and Applying Themes

23. Managing Different Headers and Footers within a Document

24. Creating an Automatic Table of Contents

25. Creating Mail Merge Documents and Envelopes

26. Using Tools for Tracking Changes

27. Using Document Comparison Tools

28. Configuring Document Security Settings



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