

## Microsoft Office Word Training Module

Learn MS Word 2019  within 5 days.

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**2.** Text Basics

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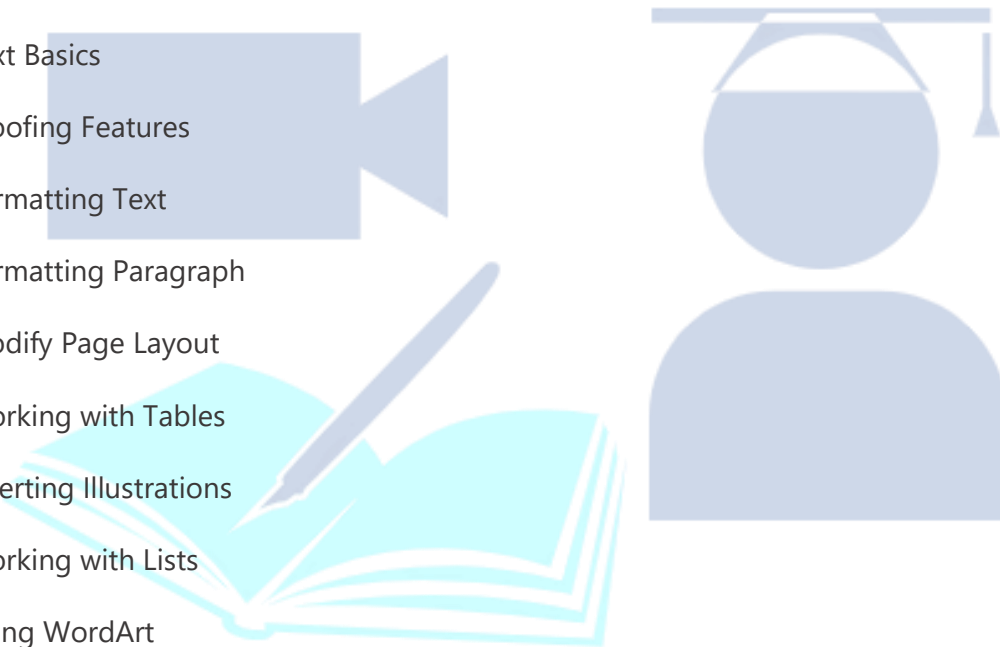
**6.** Modify Page Layout

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## Prerequisite

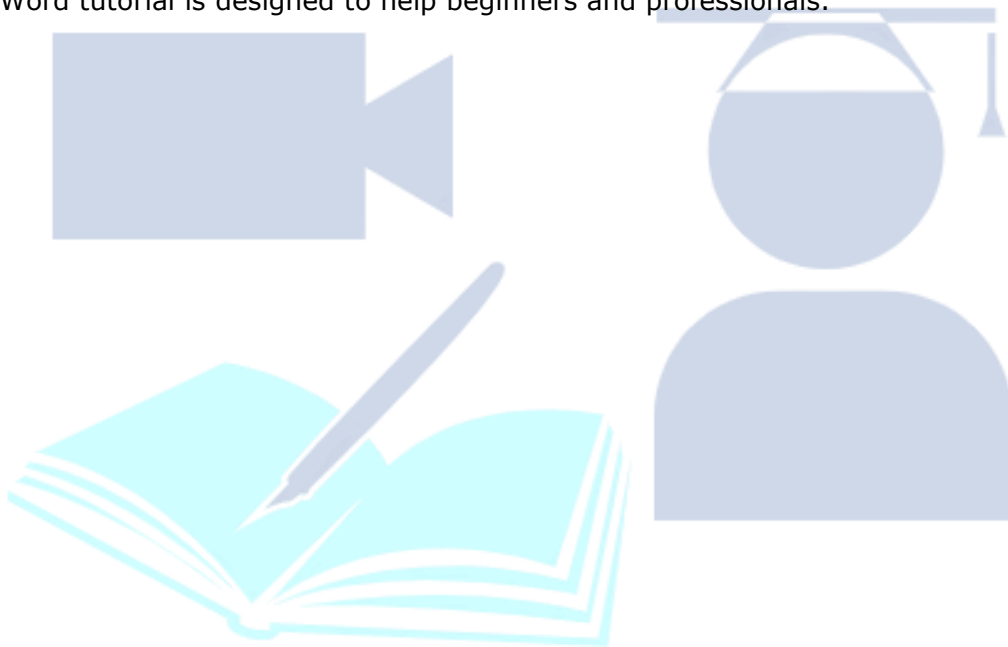
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Before learning MS Word, you must have the basic knowledge of Computer Fundamental.

## Audience

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Our MS Word tutorial is designed to help beginners and professionals.



## **MS Word Tutorial**

[What is Ms Word](#)

[Microsoft office button](#)

[Quick Access Toolbar](#)

[Title Bar](#)

[Ribbon and Tabs](#)

[Ruler](#)

## **Text Basics**

[Insert Text](#)

[Delete Text](#)

[Select Text](#)

[Copy and Paste Text](#)

[Save the Document](#)

## **Proofing Features**

[Correct Errors](#)

[Check Word Count](#)

## **Formatting Text**

[Format Font Size](#)

[Format Font Style](#)

[Format Font Color](#)

[Change Text Case](#)

[Format Text Alignment](#)

[Insert a Text Box](#)

[Bold, Italic and Underline](#)

## **Formatting Paragraph**

[Create First Line Indent](#)

[Apply a Style](#)

[Customize a Style](#)

[Create a New Style](#)

## **Modify Page Layout**

[Change Page Orientation](#)

[Change Page Size](#)

[Change Page Margins](#)

[Insert Break](#)

[Insert Header Footer](#)

## **Working with Tables**

[To Insert Table](#)

[Convert Text to Table](#)

[Add Row in Table](#)

[Add Column in Table](#)

[Delete Column/Row](#)

[Modify Table](#)

[Split Text to Column](#)

## **Inserting Illustrations**

[Insert Smart Art](#)

[Add Text in Smart Art](#)

[Insert Picture](#)

[Insert Clip Art](#)

[Format Picture](#)

**Working with Lists**

[Create Lists](#)

[Use Symbols as Bullets](#)

**Using WordArt**

[Insert WordArt](#)

[Format WordArt](#)

