Microsoft Word – Beginners' Level

Introduction to Microsoft Word

Overview of MS Word Interface
- Ribbon, tabs, and groups
- Quick Access Toolbar
- Document area, status bar, and view options

Creating and Saving Documents
- Starting a new document
- Saving documents (Save vs. Save As)
- Understanding file formats (e.g., .docx, .pdf)

Opening and Closing Documents
- Navigating recent files
- Opening multiple documents

Basic Text Editing

Typing, Deleting, and Editing Text
- Inserting and deleting text
- Undo and Redo actions (Ribbon and shortcuts)

Copy, Cut, and Paste
- Methods: Ribbon, right-click menu, and shortcuts
- Paste options (Keep Source Formatting, Merge Formatting, Keep Text Only)

Navigating Text
- Using the mouse, scroll bar, and keyboard shortcuts

Formatting Text

Basic Formatting Options
- Changing fonts, sizes, and colors
- Applying bold, italic, underline, and strikethrough
- Highlighting text

Advanced Text Formatting
- Changing case (uppercase, lowercase, etc.)
- Applying superscript and subscript
- Using the Format Painter

Paragraph Formatting

Aligning and Indenting Paragraphs
- Left, center, right, and justified alignment
- Indentation (left, right, first line)
- Using tabs, leaders, and custom indentation

Working with Page Layout

Adjusting Page Setup
- Setting margins, orientation, and paper size

Inserting Headers, Footers, and Page Numbers
- Customising headers and footers
- Adding and formatting page numbers

Using Breaks
- Page breaks vs. section breaks

Using Templates

- Using Word templates for resumes, reports, etc.

Inserting and Formatting Tables and Objects

Creating Tables
- Inserting tables
- Adjusting rows, columns, and cell sizes

Formatting Tables
- Applying table styles and borders
- Merging and splitting cells

Inserting Images and Shapes
- Adding pictures and clip art
- Resizing, cropping, and applying text wrapping

Inserting and Formatting Charts
- Creating charts from Word or importing from Excel
- Modifying chart elements (titles, axes, legend, etc.)

Using Graphics and Visual Elements

Using SmartArt and Diagrams
- Creating professional diagrams with SmartArt
- Modifying layouts, colors, and styles

Protecting, Proofing and Finalising Documents

Using the Spelling and Grammar Checker
- Running a review and understanding suggestions

Find and Replace
- Searching for text and replacing it

Inspecting and Printing Documents
- Previewing documents
- Adjusting print settings and printing

Protecting a Document
- Set a document to open as read-only
- Password protect a document