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Course Outline – Duration 15 Days

Unit 1: Getting started

Topic A: The Word window

Topic B: New documents

Topic C: Document navigation

Unit 2: Editing text

Topic A: Working with text

Topic B: The Undo and Redo commands

Topic C: Cut, copy, and paste

Topic D: Find and replace

Unit 3: Text formatting

Topic A: Character formatting

Topic B: Tab settings

Topic C: Paragraph formatting

Topic D: Paragraph spacing and indents

Unit 4: Tables

Topic A: Creating tables

Topic B: Working with table content

Topic C: Changing the table structure

Unit 5: Page layout

Topic A: Headers and footers

Topic B: Page setup

Unit 6: Graphics

Topic A: Adding graphics and clip art

Topic B: Working with graphics

Unit 7: Proofing, printing, and exporting

Topic A: Spelling and grammar

Topic B: AutoCorrect

Topic C: Printing and exporting documents