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<u>**1 Day Workshop**</u>

Microsoft Word

COURSE DESCRIPTION
Overview

Experience learning made easy—and quickly teach yourself how to format, publish, and share your content using Word. With Step by Step, you set the pace—building and practicing the skills you need.

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Learning Outcomes

At the end of the workshop, participants will be able to:

- Work with Word on your PC or touch-enabled device
- Master the core tools for designing and editing documents
- Manage page layout, style, and navigation
- Use tables and charts to organize information
- Insert pictures, graphics, and video
- Use collaboration and review features

Who Should Attend

- Administration Executives
- Payroll Executives
- Sales and Marketing Executives
- General Clerks
- New entrepreneurs
- Interested parties with or without computer knowledge.

Word Synopsis

Chapter 1 - Word basic
The purpose and function of Ms Words and it applications.

Chapter 2 - Create, saved , manage documents and shared documents
Learning on how to create and word document, modified and/or saved the documents and then shared these documents to public or closed group.

Chapter 3 - Apply pre-designed styles and format text with fonts and colors
Will be learning the word styles, by working with bullets, indents and line spacing with colors.

Chapter 4 - Insert pictures , graphic, charts and screenshots.
Able to insert items into word, with proper page layout for margins, columns and printing set.

Chapter 5 - Create and update an automated Table of Contents.
The table of contents will be automated updates it pages should any pages inserted or removed.

Chapter 6 - Mail merge to envelopes, labels, emails and form letters.
The contains of the word format will be remains, and the user will saved time to amend the items regularly

Chapter 7 - Add comments, track changes and compare documents
This function will allow reader to have details explanation notes and having audit trail of the documents

Recommended
 Trainer: Participants Ratio is 1:20

Note
- Participants are required for their laptop during the workshop. Special arrangement with advance notice will be arranged for participants without their laptop.