

# Introduction to Microsoft Word Training

**Course Duration: 08 Hours**

**Course Code: MSW-101**

## 1. Course Overview

This course provides a comprehensive introduction to Microsoft Word, covering essential tools and features required to create, edit, format, and manage professional documents. It is designed to help beginners gain confidence and improve productivity in document creation for personal, academic, and professional use.

## 2. What You'll Learn

- Basics of Microsoft Word interface
- Creating and saving documents
- Text formatting (fonts, styles, alignment)
- Working with paragraphs and spacing
- Inserting images, tables, and shapes
- Page layout and design
- Header, footer, and page numbering
- Spell check and proofreading tools
- Printing and sharing documents

## 3. Target Audience

- Beginners with no prior experience in MS Word
- Students and job seekers
- Office professionals and administrative staff
- Entrepreneurs and small business owners

- Anyone looking to improve document handling skills

## 4. Pre-Requisites

- Basic knowledge of computers
- Familiarity with keyboard and mouse
- No prior experience in Microsoft Word required

## 5. Course Content

**Module 1:** Introduction to MS Word

**Module 2:** Understanding the Interface & Ribbon

**Module 3:** Creating and Managing Documents

**Module 4:** Text Formatting and Styles

**Module 5:** Working with Paragraphs and Lists

**Module 6:** Inserting Tables, Images, and Shapes

**Module 7:** Page Layout and Design

**Module 8:** Headers, Footers, and Page Setup

**Module 9:** Proofreading and Review Tools

**Module 10:** Printing and Sharing Documents