

Microsoft Word

- Microsoft word, Introduction, Features
- Starting the Application, Accessibility
- Formatting Text, Font and Paragraph settings, Bullets and Numbering
- Cross-references, Borders and Shading, Styles and Formatting, Template Creation
- Working with Table, Working with Bookmark, Working with Hyperlink
- Creating Sections, Generating Table of Contents, Generating Table of Figures, Generating Index
- Header and Footer,
- Watermarks/Columns/Change Case