

List of Lectures – ‘Create Documents in Word’

Module 1 Introduction

1. Introduction

2. Ergonomics

Module 2 File Management

3. File Explorer

4. Managing folders and files

Module 3 Document Planning

5. Document Planning

Module 4 Creating, Saving & Closing a Document

6. Tour of Word Features

7. Navigating a Document

8. Document Basics

Module 5 Formatting in the Groups

9. Font and Paragraph Groups

10. Clipboard Group

11. Page Setup Group

Module 6 Headings and Printing

12. Headings and Printing

Module 7 Editing

13. Editing, Spelling, Grammar

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Module 8 Paragraphs and Tables

15. Paragraph formats and Tabs

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