



# Information Booklet

**Course Name:**

**Ms Word**

**Course Code: B3**



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# Ms Word

## 1. Introduction:

This course is designed to impart basic level IT knowledge to the common people. This course will breed computer literacy among the masses and help the people to bridge the digital divide. On completion of this course the person will be able to make use of computers for preparation of Ms Word documents.

## 2. Eligibility:

A minimum educational qualification of being 10th Pass or B1/B2 from ITKC

## 3. Duration:

45 Hours. Two Hours each day.

- Theory                                      10 hours
- Practical                                    35 hours

## 4. Course Details:

Type of course	Basic IT Course
Syllabus	<p><b>1. Introduction to Microsoft Office 2007:-</b>What is Microsoft Office, Starting Above Software, New Features of Microsoft Office 2007, Working with Various Constituents of Microsoft Office 2007, Using the Mouse, Common Keyboard Commands.</p> <p><b>2. Introduction to Microsoft Word 2007:-</b> Introduction to Word Processing, Some Important Terms of Word Processing, Things which can be done by Word Processing , Introduction to Microsoft Word 2007, Introduction to Microsoft Office Word 2007, Opening Screen of Microsoft Word Screen</p> <p><b>3. Customizing Microsoft Word 2007:-</b> Word 2007 as per Your Needs, Setting Options, Popular Options, Display Options, Printing Options, Proofing Options, Save Options , Advanced Options</p> <p><b>4. Creating a Document in Microsoft Word 2007:-</b> Working with Documents in Microsoft Word 2007 , Saving the File, Formatting the Text, Alignment of Text , Applying Fonts, Spell Checking</p> <p><b>5. Using Mail Merge in Microsoft Word 2007:-</b> Introduction</p> <p><b>6. Proofing Your Document in Microsoft Word 2007:-</b> Consulting Thesaurus, Assign Character Styles, Borders and Shading, Closing of the File, Save as Option, Printing Your Document, Editing the Document, Editing Tools, AutoCorrect, AutoFormat, Find and Replace, Find, Replace Text, Page Numbering, Header and Footer, Footnotes and Endnotes, Splitting Panes, Tiling of the Documents.</p>

**7. Charts and Graphics in Microsoft Word 2007:-** Introduction, Insert Clip Art, Crop a Graphic, Sizing the Graphic, Wrap Text Around Graphics, Insert a Symbol, Insert a WordArt Object, Create a Drawing, Working with Charts, Create a Graph, Create a Chart from a Table, Modify a Chart

**8. Working with Tables in Microsoft Word 2007:-** Introduction Creating a Table, Entering Data in a Table, Aligning Data in a Table, Inserting Rows and Columns, Deleting Data from a Table, Borders and Shading, Converting Text to a Table, Sort Table Data, Creating Nested Tables, Calculations in a Table, Merging Cells, Drawing a More Complex Table.

**9. Working with Longer Documents:-** Introduction, Create a Table of Contents, Marking Text for Table of Contents, Create an Index, Using Bookmarks.

**10. Additional Commands of Microsoft Word 2007:-** Break, Insert, Bullets and Numbers, Change Case, Columns, Comment, Insert, Drop Cap, Envelopes and Labels, Full Screen, Macro, Paragraph, Protect Document, Tabs, Word Count, Zoom, Hyperlinks, Track Change, Section Breaks.

**11. Keyboard Shortcuts of Microsoft Word 2007:-**Quick Reference for Microsoft Office Word

**12. Questions**

**13. Project Work**

**5. Fee:**

Rs. 1,000 (exclusive of Service Tax)