MS WORD COURSE

Course Overview

This course covers all the important topics of Microsoft Word and enables students to create professional documents in a well-organized method.

Entry Requirement	: Basic computer knowledge
Course Duration	: 8 hrs.
Mode of Training	: Face to face Instructor led Training
Materials	: Course books will be provided to each participant

Course Content

Module 1: Text Basics

- Typing the text
- Alignment of text
- Editing Text: Cut, Copy, Paste, Select All, Clear
- Find & Replace

Module 2: Text Formatting and saving file

- New, Open, Close, Save, Save As
- Formatting Text: Font Size, Font Style, Font Color, Use the Bold, Italic, and Underline
- Change the Text Case
- Line spacing & Paragraph spacing
- Shading text and paragraph
- Working with Tabs and Indents

Module 3: Working with Objects

- Shapes, Clipart and Picture, Word Art, Smart Art
- Columns and Orderings - Add Columns to a Document
- Change the Order of Objects
- Page Number, Date & Time
- Inserting Text boxes
- Inserting Word art
- Inserting symbols
- Inserting Chart

Module 4: Header & Footers

- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Add section break to a document

Module 5: Working with bullets and numbered lists

- Multilevel numbering and Bulleting
- Creating List
- Customizing List style
- Page bordering
- Page background

Module 6: Tables

- Working with Tables, Table Formatting
- Table Styles
- Alignment option
- Merge and split option

Module 7: Styles and Content

- Using Build- in Styles, Modifying Styles
- Creating Styles, Creating a list style
- Table of contents and references
- Adding internal references
- Adding a Footnote
- Adding Endnote

Module 8: Merging Documents

- Typing new address list
- Importing address list from Excel file
- Write and insert field
- Preview Result
- Finish & Merge options
- Merging with outlook contact
- Merging to envelopes
- Merging to label
- Setting rules for merges

Module 9: Sharing and Maintaining Document

- Changing Word Options
- Changing the Proofing Tools
- Managing Templates
- Restricting Document Access
- Using Protected View
- Working with Templates
- Managing Templates
- Understanding building blocks

Module 10: Proofing the document

- Check Spelling As You Type
- Mark Grammar Errors as You Type
- Setting AutoCorrect Options
- Remove the appropriate check marks to disable any unwanted features.

Module 11: Printing

- Page Setup, Setting margins
- Print Preview, Print

Student's Testimonial

MS Word-*"Next time I want to do another computer course I will definitely consider G-Tec".*
Homemaker, Singapore

MOS Excel core-*"The instructor is **friendly and approachable**. The course is taught in a detailed and structured way".*
Assistant Engineer, Singapore

Ms Office-"*I will encourage everyone to come for the Ms Office Basic course as the **lessons are relevant to work**. Teachers are willing to teach until I understood my work".*
Odin Marine (Singapore) Pte Ltd, Admin Assistant

Java/J2EE Programming Course- *"This is the **best institution I found in Singapore.**Because here the trainer as well as training was good. The **trainers are very good** because if we have any doubts they are giving clarification through mail even after the course completed (Java/J2EE)".*
Comdo 2000 Pte Ltd, Software Engineer

Java/J2EE Programming Course-"*The Java/J2ee course material was well presented and very helpful for my work. I really got a great amount out of it. The one to one **training was excellent. It met all my expectations**. I can even try my hand at getting a SCJP cert now. Thanks to GTEC! ".*
Sylvia Lawrence , IBM , IT Professional.

C#.net Programming Course-"*G-TEC provides a **good trainer** qualified. It was a **good learning experience** in G-TEC for C#.net".*
Emerson Process Management, Software Test Engineer.


Our Clients

Singapore Airlines, Bosch, Ministry of Home Affairs, Seagate, Land Transport Authority, NETS , Inland Revenue Authority of Singapore, Tiger Airways, DSO Laboratories, DHL, Changi Airport Group, DB Schenker, National University Hospital,Gemalto, Thales, Housing Development Board,Philips ,Micron, Surbana International Consultants Pte. Ltd., Singapore Polytechnic, ING Bank, Nanyang Polytechnic, Nanyang Technological University, Genetic Technologies Solutions, Singapore Chemical Industry Council (SCIC), State Bank of India , ST Engineering, Emerson Process Management, Keppel FELS , ST Aerospace, MCI

Company Profile

What We do :	G-TEC Computer Education Centre is an Information Technology company in the field of Software Training, Technology Resourcing and Knowledge Consulting. We provide Corporate Training, Project Training, and Customized Training, One to One trainings for professionals, individuals and students.
Who are our Customers :	We have special teaching methodologies to train people in different categories ranging from corporate clients to school level students. Over 900000 students are certified by G-TEC all over the world. We have the privilege of working with some of the most well-known companies in the world.
Where we are :	G-TEC Computer Education Centre is the largest computer education networks with more than 510 centers all over the world and corporate office in Singapore. We are operating in Mexico, Qatar, India, Dubai, Singapore, Kuwait, Srilanka and Iran.
Our Goal and Focus :	Our aim is to make IT education affordable to all sections of society through various projects associating with government's quasigovernment public and private company to reach each and every corner. Our ultimate goal is to achieve cent percentage computer literacy. We are committed to provide 100% quality training to all; our focus is to provide Quality Education World Wide.

Our Location
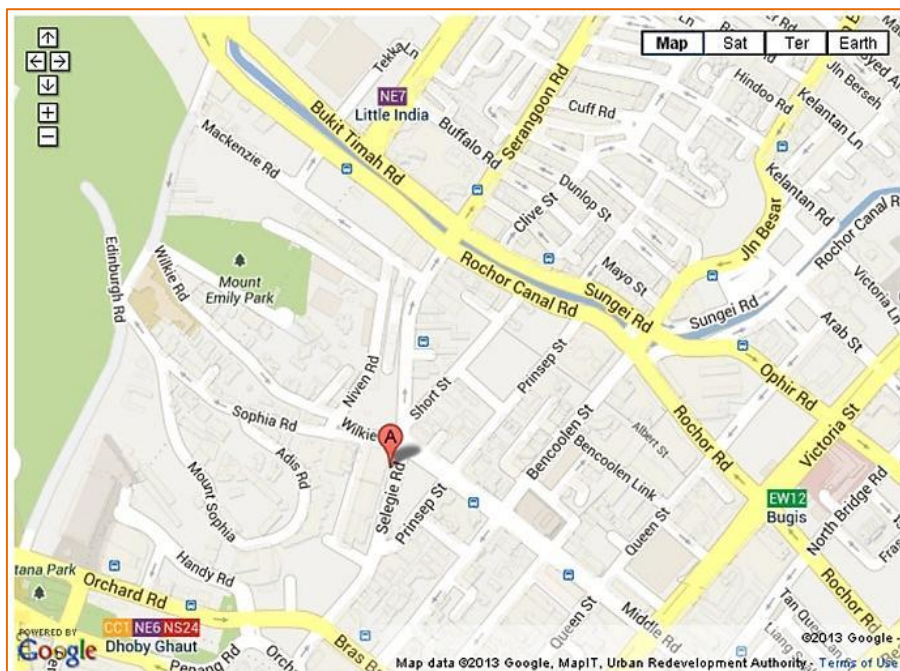
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