

Microsoft Word: Practical Topics

1. Microsoft Word Basics

1.1 Word Interface

1.2 File Management in MS Word

1.2.1 Create a new file

1.2.2 Start a document from a template

1.2.3 Saving a file

1.2.3 Open a file

1.2.4 Closing a file

1.2.5 Exiting word

2. Character Formatting

2.1 Font

2.2 Font Size

2.3 Font Style

2.4 Font Color

2.5 Text Highlight Color

2.6 Subscript

2.7 Superscript

2.8 Strikethrough

2.9 Change Case

2.10 Clear Formatting

2.11 Using Font Dialog Box

2.12 Character Spacing

2.13 Mini Toolbar

2.14 Format Painter

2.15 Clear Formatting

3. Paragraph Formatting

3.1 Bullets

3.2 Numbering

3.3 Multilevel List

3.4 Alignment

3.5 Indentation

3.5.1 Increase indent

3.5.2 Decrease indent

3.5.3 First line indent

3.5.5 Hanging indent

3.5 Line and Paragraph Spacing

3.6 Shading (windows)

3.7 Borders (windows)

3.8 Drop Cap