



MAA SARASWATI EDUCATION

BALAJI COMPUTER

& TECHNICAL INSTITUTE – GUTHANI (SIWAN) 841435.

COMPUTER

Duration :- 01 Month

MS-Word

(Microsoft Word)

Introduction of Word

Objectives

Word Processing Basics

- Opening Word Processing Package.
- Menu Bar & Using The Help.
- Using The Icons Below Menu Bar.
- Opening and Closing Documents.
- Save and Save As.
- Page Setup.
- Printing of Documents.
- Text Creation and Manipulation (Document Creation).
- Editing Text.
- Undo and Redo, Cut, Copy and Paste.
- Alignment of Text (left / Right and Center).
- Bullets and Number or Change Case.
- Page Border or Header and Footer.
- Page Color / Page Background Color, Watermark.
- Word Count , Drop Cap, Objects, Tables or Charts.
- Mail Merge.
- Create a Letter pad , Cash memo or Paper etc.
- Shortcut in MS Word etc.

(Project Work & Assignment)

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