



G-TEC COMPUTER EDUCATION CENTRE

REGISTERED WITH COUNCIL FOR PRIVATE EDUCATION SINGAPORE

1 Sophia Road, #02-03, Peace Centre, Singapore -228149

www.gteceducation.com.sg info.sg@gteceducation.com Ph: +65 - 63360244

MS WORD



COURSE CONTENT

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

Saving Documents : New, Open, Close, Save, Save As ,Formatting Text: Font Size, Font Style, Font Color, Use the Bold, Italic, and Underline, Change the Text Case

Printing: Page Setup, Setting margins Print Preview, Print, working with Tabs and Intends

Working with Objects: Shapes, Clipart and Picture, Word Art, Columns and Orderings - To Add Columns to a Document, To Change the Order of Objects, Page Number, Date & Time

Header & Footers: Inserting custom Header and Footer, Add section break to a document

Working with bullets and numbered lists: Multilevel numbering and Bulleting

Tables: Working with Tables, Tabele Formatting, Table Styles

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

Mail Merge , Proofing the documentShortcut Keys