



# Word



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## Table of Contents

✓ Introduction to Microsoft Word	✓ References Tab
✓ Home Tab	✓ Mailings Tab
✓ Insert Tab	✓ Review Tab
✓ Design Tab	✓ View Tab

## About Microsoft Word

Microsoft Word is one of the most popular and widely used word processing software in the world, developed by Microsoft. It is used to create, edit, format, print, and share text documents and is one of the main tools in the Microsoft Office suite.

Microsoft Word allows users to create professional and beautiful documents with many features. These features include inserting tables, images, charts, links, page numbering, headers and footers. Also, tools such as spell and grammar check, word count, adding comments, and tracking changes help the user produce more accurate and formal documents.



	Title	Subtitle	Time
1	Introduction to Microsoft Word	Overview of Microsoft Word and its features	20 minutes
2		Navigating the Microsoft Word interface	20 minutes
3		Understanding the Ribbon and its components	20 minutes

## Day 2: Home Tab

Session	Title	Subtitle	Time
1	Home Tab	Overview of Home Tab and its tools	20 minutes
2		Formatting text: Font, Size, Color, and Alignment	20 minutes
3		Paragraph formatting: Indentation, Spacing, and Alignment	20 minutes

## Day 3: Insert Tab

Session	Title	Subtitle	Time
1	Insert Tab	Overview of Insert Tab and its tools	20 minutes
2		Inserting Tables and Pictures	20 minutes
3		Working with Shapes and Text Boxes	20 minutes



## Day 4: Insert Tab (continued)

Session	Title	Subtitle	Time
1	Insert Tab	Working with Headers and Footers	20 minutes
2		Inserting Page Numbers	20 minutes
3		Inserting Links and Bookmarks	20 minutes

## Day 5: Design Tab

Session	Title	Subtitle	Time
1	Design Tab	Overview of Design Tab and Document Formatting Styles	20 minutes
2		Working with Themes and Document Layout	20 minutes
3		Customizing Page Color, Fonts, and Effects	20 minutes

## Day 6: References Tab

Session	Title	Subtitle	Time
1	References Tab	Overview of References Tab and its tools	20 minutes
2		Inserting Citations and Footnotes	20 minutes
3		Creating a Table of Contents and Index	20 minutes



## Day 7: References Tab (continued)

Session	Title	Subtitle	Time
1	References Tab	Managing Bibliography and Sources	20 minutes
2		Working with Endnotes and Footnotes	20 minutes
3		Inserting Cross-references and Bookmarks	20 minutes

## Day 8: Mailings Tab

Session	Title	Subtitle	Time
1	Mailings Tab	Overview of Mailings Tab and its tools	20 minutes
2		Creating Envelopes	20 minutes
3		Creating Labels	20 minutes

## Day 9: Mailings Tab (continued)

Session	Title	Subtitle	Time
1	Mailings Tab	Merging Documents for Mail Merge	20 minutes
2		Using the Mail Merge Wizard	20 minutes
3		Finalizing and Printing Mail Merge Documents	20 minutes



## Day 10: Review Tab

Session	Title	Subtitle	Time
1	Review Tab	Overview of Review Tab and its tools	20 minutes
2		Using Spelling and Grammar Check	20 minutes
3		Reviewing Documents with Track Changes	20 minutes

## Day 11: Review Tab (continued)

Session	Title	Subtitle	Time
1	Review Tab	Adding and Managing Comments	20 minutes
2		Comparing and Merging Documents	20 minutes
3		Using the Thesaurus and Word Count Tools	20 minutes

## Day 12: View Tab

Session	Title	Subtitle	Time
1	View Tab	Overview of View Tab and its tools	20 minutes
2		Zooming, Ruler, and Gridlines	20 minutes
3		Switching between Views and Working with Multiple Windows	20 minutes



## Day 13: Practical Session

Session	Title	Subtitle	Time
1	Practical Session	Applying Formatting and Editing Tools	20 minutes
2		Working with Tables and Graphics	20 minutes
3		Creating a Document with Multiple Features	20 minutes

## Day 14: Final Review (Part 1)

Session	Title	Subtitle	Time
1	Final Review	Recap of Home, Insert, and Design Tabs	20 minutes
2		Recap of References and Mailings Tabs	20 minutes
3		Recap of Review and View Tabs	20 minutes

## Day 15: Final Review (Part 2)

Session	Title	Subtitle	Time
1	Final Review	Practical Exercises: Applying Everything Learned	20 minutes
2		Final Q&A and Troubleshooting	20 minutes
3		Wrap-up and Certification Preparation	20 minutes





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