Mindluster Platform

About the course Microsoft Word

Microsoft Word allows you to create professional-quality documents, reports, letters, and rÃ©sumÃ©s. Unlike a plain text editor, Microsoft Word has features including spell check, grammar check, text and font formatting, HTML support, image support, advanced page layout, and more.What are the five uses of Microsoft Word? Business and workplace use of Microsoft Word: â€“ ... MS word uses in Education: â€“ ... Home-based users of Microsoft Word: â€“ ... Microsoft Word helps you to get a job: â€“ ... Help to create resumes, notes, and assignments: â€“ ... You can create books, articles, and newsletters: â€“ ... Used to create edit, transcribe, and convert PDF documents: â€“What is Microsoft and its uses? Microsoft Office is a set of computer applications mainly used for business or office purposes. ... MS Office helps simplify basic office tasks and improve work productivity. Each application is designed to address specific tasks, such as word processing, data management, making presentations and organizing emails.

Computer Softwares Category's Courses

Course Lesson(46)

Lesson 1 : **Word Getting Started**

Lesson 2 : **Word Creating and Opening Documents**

Lesson 3 : **Word Saving and Sharing Documents**

Lesson 4 : **Word Text Basics**

Lesson 5 : **Word Formatting Text**

Lesson 6 : **Word Using Find and Replace**

Lesson 7 : **Word Indents and Tabs**

Lesson 8 : **Word Line and Paragraph Spacing**

Lesson 9 : **Word Lists**

Lesson 10 : **Word Links**

Lesson 11 : **Word Page Layout**

Lesson 12 : **Word Printing**

Lesson 13 : **Word Breaks**

Lesson 14 : **Word Columns**

Lesson 15 : **Word Headers and Footers**

Lesson 16 : **Word Page Numbers**

Lesson 17 : **Word Pictures and Text Wrapping**

Lesson 18 : **Word Formatting Pictures**

Lesson 19 : **Word Shapes**

Lesson 20 : **Word Text Boxes**

Lesson 21 : **Word Aligning Ordering and Grouping Objects**

Lesson 22 : **Word Tables**

Lesson 23 : **Word Charts**

Lesson 24 : **Word Check Spelling and Grammar**

Lesson 25 : **Word Track Changes and Comments**

Lesson 26 : **Word Inspecting and Protecting Documents**

Lesson 27 : **Word SmartArt Graphics**

Lesson 28 : **Word Applying and Modifying Styles**

Lesson 29 : **Word Mail Merge**

Lesson 30 : **Word Quick Tip Add a Self Updating Date Stamp to Your Doc**

Lesson 31 : **Word Quick Tip Reduce Eye Strain with Read Mode**

Lesson 32 : **Word Quick Tip Inserting a Screenshot with Ease**

Lesson 33 : **Word Quick Tip Shortcuts for Inserting Lists**

Lesson 34 : **Word Quick Tip Pick Up Where You Left Off**

Lesson 35 : **Word Quick Tip Translate Text Instantly**

Lesson 36 : **Word Quick Tip Basic Shortcuts for Text Formatting**

Lesson 37 : **Word Quick Tip Using the Format Painter**

Lesson 38 : **Word Quick Tip Clear All Formatting**

Lesson 39 : **Word Quick Tip Recover Unsaved Documents**

Lesson 40 : **Word Quick Tip Recover a Corrupted File**

Lesson 41 : **Word Quick Tip Linking Within a Document**

Lesson 42 : **Word Quick Tips Basic Keyboard Shortcuts**

Lesson 43 : **Office Using the Draw Tab**

Lesson 44 : **Office Working with Icons**

Lesson 45 : **What s New in Office 2019**

Lesson 46 : **What is Office 365**

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