

# Microsoft Office Word

## DESCRIPTION:

This module provides an opportunity to students to gain knowledge and use most productive tools available in MS Word for word processing. This comprehensive training teaches basics as well as intermediate MS Word features the staff will find useful - creating documents, publications and tasks that require the use of a word processor. Participants will create professional looking documents by using MS Word features like typing, formatting, editing, document spacing, margins, page numbering and saving a document.

## OBJECTIVES:

Upon completion of this workshop, the participants will be able to:

- work with MS Word 2010 effectively
- create and edit letters, memos and reports
- edit and format pictures
- create, edit and format documents
- create mail merge and use mail merge to email documents

## OUTLINE:

- Document creation
- Saving, printing and closing a document
- Editing and formatting text
- Creating bulleted and numbered lists
- Setting and modifying tabs
- Formatting documents
- Margins and page setup
- Creating, formatting and modifying tables
- Inserting and formatting pictures, shapes and clip art, graphics and charts
- Mail merging
- Working in Dhivehi language



**TRAINING CODE:**  
MSEIT15

**DURATION:**  
15 hours

## MODE OF DELIVERY

- group discussions
- practical lab sessions
- tutorials
- problem based learning

## DESIGNED FOR:

This training is designed for staff who frequently writes documents such as letters, memos, reports.

- Level 2
- Level 3
- Level 4

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