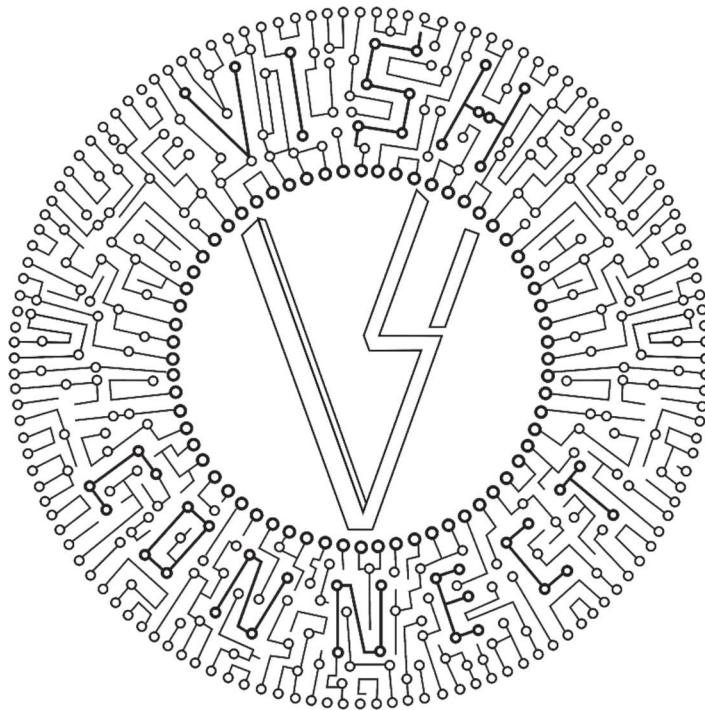




VISHCONNECT SOLUTIONS

Simplify Work Through Automation

MS Word Workshop



Session 1: Getting Started with MS Word

Duration: 1.5–2 Hours

- Introduction to the MS Word interface and navigation
 - Creating, opening, and saving documents
 - Basic formatting: fonts, alignment, spacing
 - Using templates for quick document setup
- Practical Activities:**
- Create and format a basic document
 - Save and organize documents efficiently
-

Session 2: Advanced Formatting & Styling

Duration: 2 Hours

- Paragraph formatting (line spacing, indentation, bullets)
 - Applying and customizing styles
 - Working with columns and sections
 - Using themes and design elements
- Practical Activities:**
- Format a professional report using styles and sections
-

Session 3: Tables, Graphics & SmartArt

Duration: 2 Hours

- Creating and formatting tables
 - Inserting and editing images, charts, and icons
 - Using SmartArt for visual storytelling
 - Best practices for document layout
- Practical Activities:**
- Design an infographic report using tables and SmartArt
-

Session 4: Document Structuring & References

Duration: 2 Hours

- Headers, footers, and page numbering

- **Creating a table of contents, footnotes, and endnotes**
 - **Inserting and managing citations and bibliography**
 - **Cross-references and hyperlinks**
Practical Activities:
 - **Structure a formal document with citations and TOC**
-

Session 5: Automation & Productivity Features

Duration: 2 Hours

- **Using Quick Parts and AutoText**
 - **Creating and using macros for repetitive tasks**
 - **Automating document templates and forms**
 - **Mail merge for bulk communication**
Practical Activities:
 - **Automate a letter and envelope using mail merge**
-

Session 6: Collaboration & Security

Duration: 2 Hours

- **Tracking changes and using comments**
 - **Protecting documents with passwords and restrictions**
 - **Real-time collaboration with MS Word Online**
 - **Version control and comparing documents**
Practical Activities:
 - **Secure and collaborate on a shared document**
-

Session 7: Final Project & Best Practices

Duration: 2 Hours

- **Review of key MS Word features**
- **Best practices for professional document creation**
- **Final project: Creating a well-structured, formatted document**
- **Q&A and troubleshooting session**
Practical Activities: Complete a real-world document project

MS Word Workshop

Contact Information:

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