



# Microsoft Office Word 2011 for Mac Training



Want MS Word capability but with the Mac flair, we'll tell you all you need to know about the interface. How to use templates, know your menus and toolbars and your toolbox and Media browser. Learn to work with different views, find quicker ways to edit, set headers and footers and how to work with text (selection bar, textbox options, tabs, Text wrapping).

**Prerequisite:** Candidate must have a basic understanding of the Mac OS X.

**Duration:** 4 Hours

- **Understanding the Interface:**
  - Understanding menus, shortcut keys and toolbars.
  - Utilizing the ribbon.
  - Accessing and uses of the sidebar.
  - Selecting different document views.
  - Navigating documents and windows.
- **Creating documents:**
  - Using Templates / document gallery.
  - Opening, saving and closing Docs.
- **Working with text:**
  - Applying font formatting
  - Entering text / inserting & deleting text.
  - Using click and type to enter text.
  - Inserting symbols & special characters.
  - Using find & replace function
- **Working with paragraphs:**
  - Paragraph formatting
  - Setting justification / line spacing
  - Paragraph indentation / list formats
  - Setting paragraph formatting options
- **Working with tables:**
  - Understanding tab tables
  - Creating a tab table with ruler
  - Creating a tab table with Tabs
  - Creating a cell table
  - Using table-styles
  - Converting between tab & cell table
- **Using styles:**
  - Understanding and applying styles
  - Creating and deleting styles
  - Modifying styles
- **Document settings:**
  - Setting margins
  - Adding page and section breaks
  - Setting multiple columns
  - Varying page orientation within a document
  - Adding watermarks and background images

- **Setting headers & footers:**
  - Using built-in headers and footers
  - Manually creating headers & footers
  - Setting multiple headers & footers
  
- **Working with media in a document:**
  - Using Media browser to insert media
  - Formatting images
  - Text wrapping around an image
  - Inserting and formatting a text box
  
- **Using automatic functions:**
  - Using AutoCorrect and AutoFormat
  - Using AutoText and Autocomplete
  
- **Collaboration:**
  - Adding comments
  - Tracking changes
  - Merging and comparing documents
  
- **Exporting & printing options:**
  - Exporting document as pdf
  - Printing to a printer
  - Setting page setup options