

Microsoft Word 2024 Training Manual

Module 1 – Creating Professional Documents

What is Microsoft Word?

Microsoft Word is a word processing application used to create letters, reports, resumes, manuals, meeting notes, books, and many other business documents.

It allows users to:

- Create documents
- Edit text
- Format content
- Insert pictures and tables
- Print professional documents

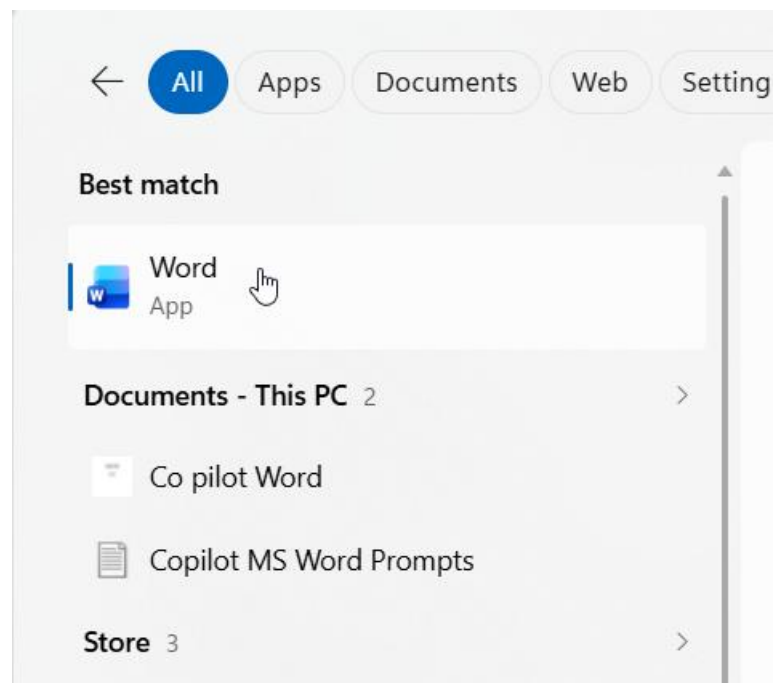
Starting Microsoft Word

Method 1

1. Click **Start**
2. Search **Word**
3. Click **Microsoft Word**

Method 2

Double-click the Microsoft Word icon on the Desktop.



Creating a New Document

Steps

1. Open Microsoft Word.
2. Click **Blank Document**.

3. Start typing your content.

Saving a Document

Steps

1. Click **File**.
2. Select **Save As**.
3. Choose a location.
4. Enter the file name.
5. Click **Save**.

Shortcut: Ctrl + S

Tip: Save your document frequently to avoid losing work.

Editing Text

You can edit your document at any time.

Common editing tasks:

- Insert new text
- Delete unwanted text
- Replace existing text
- Cut text
- Copy text
- Paste text

Keyboard Shortcuts

Task	Shortcut
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo	Ctrl + Z

Task	Shortcut
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Redo	Ctrl + Y
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Select All	Ctrl + A
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Illustration:

A document with selected text showing Copy and Paste operations.

Undo and Redo

Undo

Undo reverses the last action.

Shortcut: **Ctrl + Z**

Redo

Redo restores the action that was undone.

Shortcut: **Ctrl + Y**

Practice Exercise

Create a document containing:

- Your Name
- Company Name
- Department
- Email Address

Save the document as:

My First Word Document.docx

Chapter 2: Formatting Document (Paragraph Formatting)

Learning Objectives

After this lesson you will be able to:

- Align paragraphs
- Change line spacing
- Add bullets and numbering
- Apply paragraph spacing

- Create professional documents

Paragraph Alignment

Microsoft Word provides four alignment options.

Alignment Description

Left	Text starts from the left margin
Center	Text appears in the center
Right	Text aligns with the right margin
Justify	Text aligns evenly on both margins

Illustration:

A page displaying the same paragraph in Left, Center, Right, and Justify alignment.

Line Spacing

Line spacing controls the vertical space between lines.

Common options:

- 1.0
- 1.15
- 1.5
- 2.0

Steps

1. Select the paragraph.
2. Click **Home** → **Line & Paragraph Spacing**.
3. Choose the required spacing.

Bullets and Numbering

Bullets are used for unordered lists.

Example:

- Computer
- Keyboard
- Mouse

Numbering is used when sequence matters.

1. Open Word
2. Type text
3. Save document

Paragraph Spacing

Spacing improves document readability.

You can increase:

- Space Before
- Space After

Practice Exercise

Create a company profile using:

- Heading
- Justified paragraph
- Bullets
- Numbering
- 1.5 line spacing

Chapter 3: Watermark, Border and Shading

Watermark

A watermark is light text or an image displayed behind the document content.

Examples:

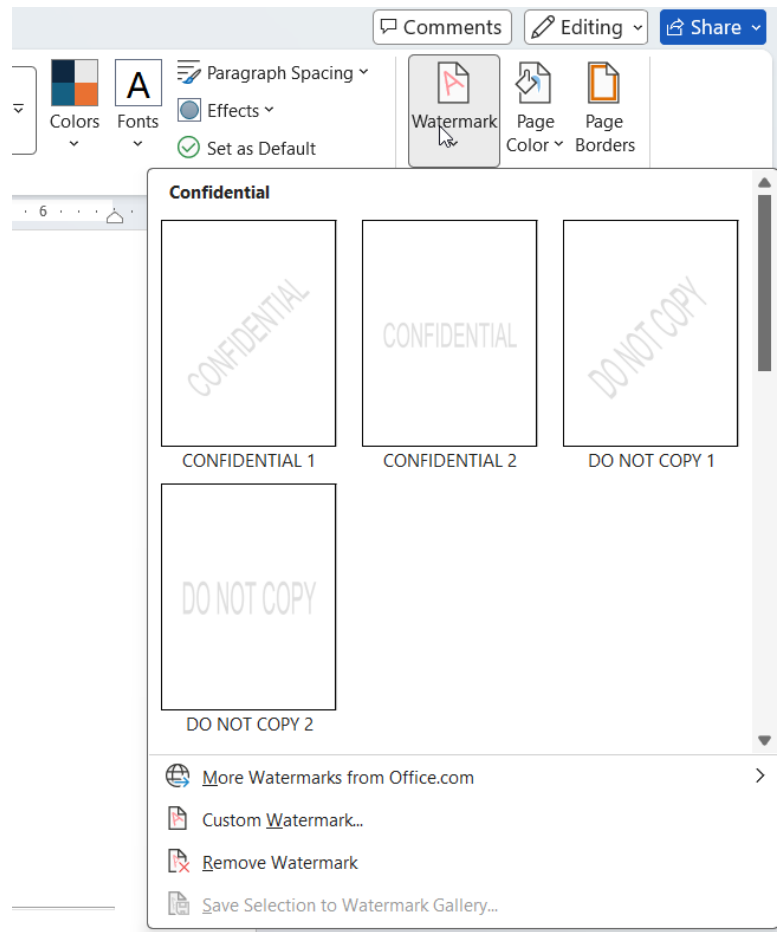
- Confidential
- Draft
- Sample
- Company Logo

Steps

1. Open the **Design** tab.
2. Click **Watermark**.
3. Choose a built-in watermark or create a custom one.

Illustration:

A Word document with a large diagonal "CONFIDENTIAL" watermark.



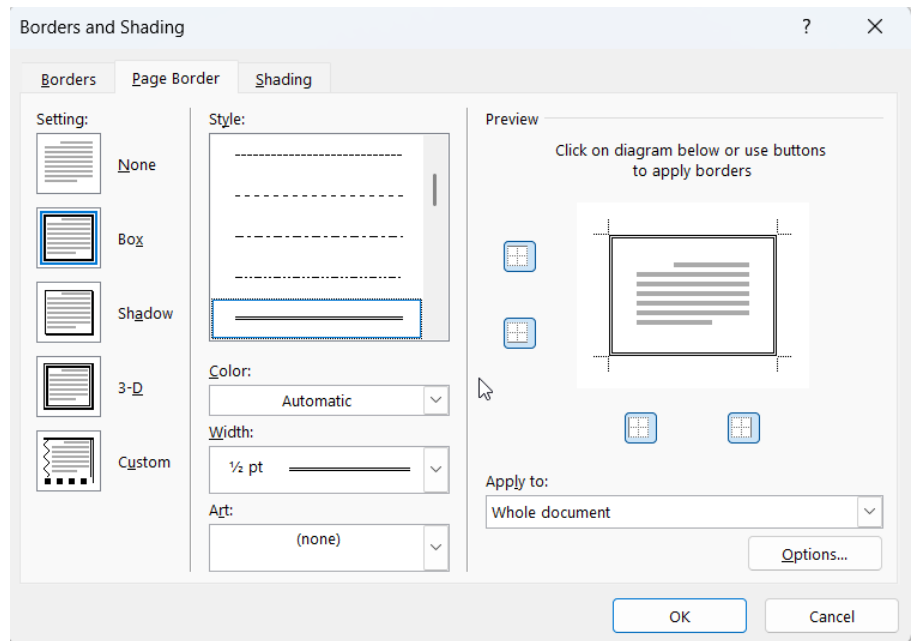
Page Border

A page border creates an attractive outline around the page.



Steps

1. Go to **Design**.
2. Click **Page Borders**.
3. Choose:
 - Box
 - Shadow
 - 3D
 - Custom
4. Click **OK**.



Paragraph Shading

Shading adds background color behind text or paragraphs.

Steps

1. Select the paragraph.
2. Click **Home** → **Shading**.
3. Choose a color.

Practice Exercise

Create a notice that includes:

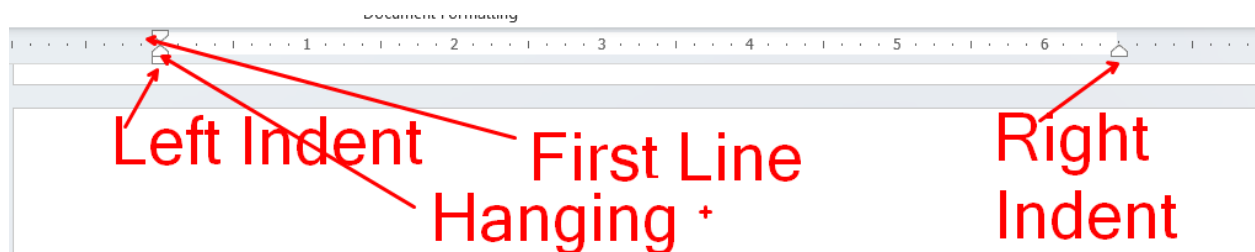
- A page border
- A "DRAFT" watermark
- A shaded heading

Chapter 4: Indentation

What is Indentation?

Indentation changes the distance between text and the page margins.

It helps organize documents professionally.



Types of Indentation

Type	Description
Left Indent	Moves text from the left margin
Right Indent	Moves text from the right margin
First Line Indent	Indents only the first line of a paragraph
Hanging Indent	Indents all lines except the first

Changing Indentation

Using the Ribbon

1. Select the paragraph.
2. Go to **Layout**.
3. Enter values for:
 - Left
 - Right

Using the Ruler

Drag the indent markers on the ruler.

Practice Exercise

Create four paragraphs:

- Left Indent

- Right Indent
- First Line Indent
- Hanging Indent

Observe the difference.

Module Summary

You have learned how to:

- Create and edit Word documents
- Save and manage files
- Format paragraphs professionally
- Apply watermarks, borders, and shading
- Use different types of indentation

Knowledge Check

1. What is the shortcut key to save a document?
2. Which alignment is used in newspapers and books?
3. What is the purpose of a watermark?
4. How many types of indentation are available in Microsoft Word?
5. What is the shortcut key for Undo?
6. Which option changes the space between lines?
7. What is the difference between a page border and paragraph shading?
8. What is the purpose of the ruler in Word?