Microsoft
Word
Expert

Document Management

Microsoft Word

Master Class

Md Shah Alam, MCT
Chief Training Officer
Dikkha: Training & Consultancy

Microsoft Certified Trainer
MS Excel Trainer & Consultant
Power BI Trainer & Consultant

DIKKHA
TRAINING & CONSULTANCY
Distinct & Dynamic

Office Address: Dhaka Cantonment Board
Market, Kachukhet Bazar Bus Stop, Dhaka-1206

+88 01717-049152
+88 01884-808704

shahalam@dikkhabd.com
training@dikkhabd.com

Snapshot of the Course

Section	Component
Section 1	Navigate Within Documents
Section 2	Format Documents
Section 3	Save And Share Documents
Section 4	Inspect Documents For Issues
Section 5	Insert Text and Paragraph
Section 6	Format Text and Paragraph
Section 7	Create and Configure Document Sections
Section 8	Create Tables
Section 9	Modify Tables
Section 10	Create and Modify Lists
Section 11	Create and Manage Reference Elements
Section 12	Create and Manage Reference Table
Section 13	Insert Illustrations and Text Boxes
Section 14	Format Illustrations and Text Boxes
Section 15	Add Text to Graphic Elements
Section 16	Modify Graphic Elements
Section 17	Add and Manage Comments
Section 18	Manage Change Tracking
Students Project Challenge (I)	
Students Project Challenge (II)	
Project Submission and Post Assessment	

Course Planning

Lead	Component
Course Duration	1 Month and 1 Week
Total Classes	10
Total Hours	20 Hours
Class Hours Each Week	2 Hours
No of Class Each Week	2 Classes

Total Investment

Lead	Component
Actual Course Fee	Tk.5,000/- (Five Thousands)
Discounted Course Fee	Tk.3,000/- (Three Thousands)

Class Schedule

Classes of all of our courses are held on Fridays and Saturdays, as well as after regular office hours on weekdays

Please get the information of your class schedule before admission

Professional Experiences:

- Four Years of Work Experience in IDLC Finance Ltd.
- Six & Half Years of Work Experience in LankaBangla Finance Ltd.
- Last Position: Head of Department of MIS and Regulatory Reporting, Operations Division, LankaBangla Finance Ltd.

Training Experiences:

- Provided Individual Training to the Job Holders of Banks, Financial Institutions, Local Companies, Conglomerate Group
- Provided Corporate Training Facilities to Local Financial Institutions, Multinational NGO, Foreign Bank
- Conducted a workshop organized by PrimAsia University, American International University-Bangladesh & Daffodil International University
- Provided training to the Newly Qualified members of ICMAB
- Provided training to students of Dhaka University organized by Skill Hunt
- Instructed Two recorded courses of MS Word for Lead Academy
- Around 1500 individuals have been trained

Achievement:

- Microsoft Certified Trainer and Microsoft Certified MS Excel Expert
- Received "Individual Aptitude Award" for Designing Different MIS Reports
- Enjoyed Full Scholarship in BBA and Half Scholarship in MBA
- Received Best Student Award in MBA

Certification:

- Unlock Excel VBA and Excel Macro
- Data Analysis & Business Intelligence- Power Query, Power Pivot & DAX language
- Power BI Tools, including Power BI Desktop, Power BI Pro (Service) and PowerBI Developer
- SQL Boot map for query
- Advance English Writing

Our Specialities

- Extensive Hands-on Exercises
- Individual Attention
- Result Driven Coaching
- Several Real-Life Projects
- Project Challenge

Microsoft Word Master Course

Section 1: Navigate Within Documents

a. Search For Text
b. Link To Locations Within Documents
c. Move To Specific Locations And Objects In Documents
d. Show And Hide Formatting Symbols And Hidden Text

Student Task-1

Section 2: Format Documents

a. Set Up Document Pages
b. Apply Style Sets
c. Insert And Modify Headers And Footers
d. Configure Page Background Elements

Student Task-2

Section 3: Save And Share Documents

a. Save Documents In Alternative File Formats
b. Modify Basic Document Properties
c. Modify Print Settings
d. Share Documents Electronically

Student Task-3

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Section 4: Inspect Documents For Issues

a. Locate And Remove Hidden Properties And Personal Information
b. Locate And Correct Accessibility Issues
c. Locate And Correct Compatibility Issues

Student Task-4

Section 5: Insert Text and Paragraph

a. Find And Replace Text
b. Insert Symbols And Special Characters

Student Task-5

Students Project Challenge (I)

Section 6: Format Text and Paragraph

a. Apply Text Effects
b. Apply Formatting By Using Format Painter
c. Set Line And Paragraph Spacing And Indentation
d. Apply Built-in Styles To Text
e. Clear Formatting

Student Task-6

Section 7: Create and Configure Document Sections

a. Format Text In Multiple Columns
b. Insert Page, Section, And Column Breaks
c. Change Page Setup Options

Student Task-7

Section 8: Create Tables

a. Convert Text To Tables
b. Convert Tables To Text
c. Create Tables By Specifying Rows And Columns

Student Task-8

Section 9: Modify Tables

a. Sort Table Data
b. Configure Cell Margins And Spacing
c. Merge And Split Cells
d. Resize Tables, Rows, And Columns Split Tables
e. Configure A Repeating Row Header

Student Task-9

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Section 10: Create and Modify Lists

a. Format paragraphs as numbered and bulleted lists
b. Change bullet characters and number formats
c. Define custom bullet characters and number formats
d. Increase and decrease list levels
e. Restart and continue list numbering

Student Task-10

Section 11: Create and Manage Reference Elements

a. Insert Footnotes And Endnotes
b. Modify Footnote And Endnote Properties
c. Create And Modify Bibliography Citation Sources
d. Insert Citations For Bibliographies

Student Task-11

Section 12: Create and Manage Reference Table

a. Insert Tables Of Contents
b. Customize Tables Of Contents
c. Insert Bibliographies

Student Task-12

Students Project Challenge (II)

Section 13: Insert Illustrations and Text Boxes

a. Insert Shapes
b. Insert Pictures
c. Insert 3d Models
d. Insert SmartArt Graphics
e. Insert Screenshots And Screen Clippings
f. Insert Text Boxes

Student Task-13

Section 14: Format Illustrations and Text Boxes

a. Apply Artistic Effects
b. Apply Picture Effects And Picture Styles
c. Remove Picture Backgrounds
d. Format Graphic Elements
e. Format SmartArt Graphics
f. Format 3d Models

Student Task-14

Section 15: Add Text to Graphic Elements

a. Add And Modify Text In Text Boxes
b. Add And Modify Text In Shapes
c. Add And Modify SmartArt

Student Task-15

Section 16: Modify Graphic Elements

a. Position Objects
b. Wrap Text Around Objects
c. Add Alternative Text To Objects

Student Task-16

Section 17: Add and Manage Comments

a. Add Comments
b. Review And Reply To Comments
c. Resolve Comments
d. Delete Comments

Student Task-17

Section 18: Manage Change Tracking

a. Track Changes
b. Review Tracked Changes
c. Accept And Reject Tracked Changes
d. Lock And Unlock Change Tracking

Student Task-18

Project Submission

Post Assessment

Certificate Will Be Awarded Only When You Pass the Post Assessment