First Semester Program: Introduction to Microsoft Word

1. **Introduction to Microsoft Word**:
   - Overview of the interface and basic features.
   - Document management: opening, saving, closing, and organizing documents.
2. **Text Formatting**:
   - Font, size, style (bold, italic, underline).
   - Alignment, line spacing, and managing spacing.
3. **Page Layout and Document Structure**:
   - Margins, orientation, and page size.
   - Headers, footers, and page numbering.
   - Creating bulleted and numbered lists.
   - Using indentation and spacing.
4. **Inserting Objects and Media**:
   - Adding images, shapes, charts, and tables.
   - Integrating hyperlinks and other objects.
   - Applying and customizing styles.
   - Choosing and applying themes to create cohesive documents.
5. **Advanced Features**:
   - Mail merge and using templates.
   - Automating tasks with macros.
6. **Tips and Shortcuts**:
- Keyboard shortcuts for increased efficiency.
- Tips for faster and more effective document creation.