



# TECH GURU PLUS

## MS WORD COMPLETE COURSE (IN HINDI)

Become An Expert

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- 60 VALUABLE VIDEOS
- 60 PRACTICE FILES
- DURATION 715 MINUTES



# TECH GURU PLUS

## MS WORD COMPLETE COURSE TABLE OF CONTENT

S.NO.	TOPIC COVERED	DURATION (Minutes)	PRACTICE FILE
CHAPTER-01	<b>MS WORD INTRODUCTION</b> WORD PARTS AND CONTROLS OVERVIEW OFFICE BUTTON, DOCUMENT WINDOW, INSERTION POINT, TITLE BAR, QUICK ACCESS TOOLBAR, RIBBON, RULER, STATUS BAR, ZOOM CONTROL, VIEW SHORTCUT BAR	10:19	AVAILABLE
CHAPTER-02	<b>FILE MENU CONTROL</b> HOME, NEW, ONLINE TEMPLATES, OPEN, PINNED, INFO, PROTECT DOCUMENT, PROPERTIES, SAVE, SAVE AS, PRINT, SHARE, EXPORT, CLOSE, ACCOUNT, FEEDBACK, WORD OPTIONS	21:15	AVAILABLE
CHAPTER-03	<b>HOME TAB CONTROL</b> CLIPBOARD BLOCK & FONT BLOCK- CHANGE CASE, CLEAR ALL FORMATTING, STRIKETHROUGH, SUBSCRIPT, SUPERSCRIPIT, TEXT EFFECT & TYPOGRAPHY, HIGHLIGHT COLOR, CUT, COPY PASTE, PASTE SPECIAL, FORMAT PAINTER, FONT, BOLD ITALIC, UNDERLINE, SIZE	11:46	AVAILABLE
CHAPTER-04	<b>PARAGRAPH BLOCK-BULLETS &amp; NUMBERING, MULTILEVEL LIST, INDENT, ALIGNMENT SETTING, LINE &amp; PARAGRAPH SPACING, SHADING</b>	10:55	AVAILABLE
CHAPTER-05	<b>PARAGRAPH BLOCK-BORDERS &amp; LINES, SHOW/HIDE PARAGRAPH &amp; HIDDEN FORMATTING SYMBOLS, DRAW TABLE, BORDERS &amp; SHADING, VIEW GRIDLINES</b>	08:30	AVAILABLE
CHAPTER-06	<b>STYLES BLOCK-CREATE A STYLE, CLEAR FORMATTING</b>	05:19	AVAILABLE
CHAPTER-07	<b>EDITING BLOCK-FIND WITH MATCH CASE, WILD CARDS, ADVANCE FIND, REPLACE, SELECT OBJECT, TEXT WITH SIMILAR FORMATTING, SELECTION PANE</b>	11:39	AVAILABLE
CHAPTER-08	<b>INSERT TAB CONTROL</b> PAGES BLOCK-COVER PAGE, BLANK PAGE, PAGE BREAK	03:33	AVAILABLE



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## MS WORD COMPLETE COURSE TABLE OF CONTENT

S.NO.	TOPIC COVERED	DURATION (Minutes)	PRACTICE FILE
CHAPTER-09	TABLE BLOCK-INSERT TABLE, DRAW TABLE, CONVERT TEXT TO TABLE, TABLE BY EXCEL SPREADSHEET, QUICK TABLES	05:59	AVAILABLE
CHAPTER-10	ILLUSTRATIONS BLOCK-INSERT PICTURE, USING OF SHAPES, USING OF ICONS, INSERTING OF 3D MODULES	13:16	AVAILABLE
CHAPTER-11	ILLUSTRATIONS BLOCK-USE OF SMART ART GRAPHICS, INSERTING CHARTS, TAKING SCREENSHOT OF ANY TOOLS	11:13	AVAILABLE
CHAPTER-12	ADD-INS BLOCK & MEDIA BLOCK GET ADD-INS FROM STORE, MY ADD-INS, INSERTING ONLINE VIDEOS INTO WORD	05:24	AVAILABLE
CHAPTER-13	LINKS BLOCK- USING OF LINK, BOOKMARK, CROSS-REFERENCE	11:59	AVAILABLE
CHAPTER-14	COMMENT BLOCK & HEADER-FOOTER BLOCK	16:57	AVAILABLE
CHAPTER-15	TEXT BLOCK-DRAW TEXT BOX, EXPLORE QUICK PARTS, INSERT WORD ART, ADD A DROP CAP, ADD A SIGNATURE LINE, INSERT DATE & TIME, INSERT OBJECT, INSERT TEXT FROM FILE	11:57	AVAILABLE
CHAPTER-16	SYMBOLS BLOCK-INSERTING EQUATION & SYMBOL	09:20	AVAILABLE
CHAPTER-17	<b>DESIGN TAB CONTROL</b> THEMES, DOCUMENT FORMATTING	06:56	AVAILABLE
CHAPTER-18	DESIGN TAB CONTROL COLORS, FONTS, PARAGRAPH SPACING, EFFECTS, WATERMARK, CUSTOM WATERMARK, PAGE COLOR, PAGE BORDERS	07:51	AVAILABLE



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S.NO.	TOPIC COVERED	DURATION (Minutes)	PRACTICE FILE
CHAPTER-19	PAGE SETUP BLOCK MARGINS, ORIENTATION-PORTRAIT, LANDSCAPE, SIZE, COLUMNS, INSERT PAGE BREAK, COLUMN BREAK, TEXT WRAPPING, NEXT PAGE, CONTINUOUS, EVEN PAGE, ODD PAGE, LINE NUMBERS, RESTART EACH PAGE, RESTART EACH SECTION, SUPPRESS FOR CURRENT PARAGRAPH AND LINE NUMBERING OPTIONS HYPHENATION, AUTOMATIC, MANUAL AND HYPHENATION OPTIONS	28:51	AVAILABLE
CHAPTER-20	PARAGRAPH TAB RIGHT INDENT, LEFT INDENT, BEFORE PARAGRAPH SPACING, AFTER PARAGRAPH SPACING	04:24	AVAILABLE
CHAPTER-21	ARRANGE TAB POSITION IN LINE WITH, POSITION WITH TEXT WRAPPING, WRAP TEXT, BRING FORWARD, SEND BACKWARD, SELECTION PANE, ALIGN, GROUP, ROTATE, VIEW GRIDLINES	17:48	AVAILABLE
CHAPTER-22	TABLE OF CONTENTS- ADD TEXT, LEVEL (1, 2, 3) UPDATE TABLE	14:22	AVAILABLE
CHAPTER-23	FOOTNOTES BLOCK INSERT FOOTNOTE, INSERT ENDNOTE, NEXT FOOTNOTE, PREVIOUS FOOTNOTE, NEXT ENDNOTE, NEXT ENDNOTE	06:59	AVAILABLE
CHAPTER-24	RESEARCH & CITATIONS & BIBLIOGRAPHY BLOCK SMART LOOKUP, INSERT CITATION, MANAGE SOURCES, STYLE, BIBLIOGRAPHY	11:16	AVAILABLE
CHAPTER-25	INSERT CAPTION, INSERT TABLE OF FIGURES, UPDATE TABLE, CROSS-REFERENCE	09:40	AVAILABLE
CHAPTER-26	INDEX BLOCK & TABLE OF AUTHORITIES BLOCK MARK ENTRY, INSERT INDEX, UPDATE INDEX, MARK CITATION, INSERT TABLE OF AUTHORITIES, UPDATE TABLE	06:47	AVAILABLE



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S.NO.	TOPIC COVERED	DURATION (Minutes)	PRACTICE FILE
CHAPTER-27	MAIL MERGE BLOCK START MAIL MERGE WITH USE AN EXISTING LIST OR NEW LIST, WRITE & INSERT FIELDS, INSERT MERGE FIELD, FIND RECIPIENT, FINISH & MAIL MERGE	24:27	AVAILABLE
CHAPTER-28	VERY IMPORTANT POINT FOR USING MAIL MERGE WIZARD	04:06	NOT REQUIRED
CHAPTER-29	MAIL MERGE WITH ENVELOPES WITH FULL DETAILED EXPLANATION	15:06	AVAILABLE
CHAPTER-30	MAIL MERGE WITH LABELS STUNNING USE WITH FULL DETAILED EXPLANATION	16:59	AVAILABLE
CHAPTER-31	PROOFING BLOCK SPELLING & GRAMMAR, THESAURUS, WORD COUNT	06:05	AVAILABLE
CHAPTER-32	SPEECH BLOCK & ACCESSIBILITY BLOCK READ ALOUD, CHECK ACCESSIBILITY	06:50	AVAILABLE
CHAPTER-33	LANGUAGE BLOCK TRANSLATE, SET PROOFING LANGUAGE, LANGUAGE PREFERENCES	09:27	NOT REQUIRED
CHAPTER-34	COMMENTS BLOCK NEW COMMENT, DELETE COMMENTS, PREVIOUS COMMENTS, NEXT COMMENTS, SHOW COMMENTS	05:23	AVAILABLE
CHAPTER-35	TRACKING BLOCK TRACK CHANGES, LOCK TRACK CHANGES, SIMPLE MARKUP, ALL MARKUP, BALLOONS, DISPLAY FOR REVIEW, SHOW MARKUP, REVIEWING PANE-VERTICAL, HORIZONTAL CHANGES BLOCK- ACCEPT, REJECT, PREVIOUS, NEXT	13:15	AVAILABLE
CHAPTER-36	COMPARE BLOCK, COMPARE, COMBINE, SHOW SOURCE DOCUMENTS	05:00	AVAILABLE



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S.NO.	TOPIC COVERED	DURATION (Minutes)	PRACTICE FILE
CHAPTER-37	PROTECT BLOCK BLOCK AUTHORS, RESTRICT EDITING, PROTECT DOCUMENT	04:25	AVAILABLE
CHAPTER-38	VIEWS BLOCK READ MODE, PRINT LAYOUT MODE, WEB LAYOUT MODE, OUTLINE, DRAFT	11:41	AVAILABLE
CHAPTER-39	PAGE MOVEMENT BLOCK & SHOW BLOCK VERTICAL SIDE TO SIDE, SHOW OR HIDE RULER, SHOW OR HIDE GRIDLINES & NAVIGATION PANE	05:40	AVAILABLE
CHAPTER-40	ZOOM BLOCK ZOOM, 100%, ONE PAGE, TWO PAGES, PAGE WIDTH	03:55	AVAILABLE
CHAPTER-41	WINDOW BLOCK NEW WINDOW, ARRANGE ALL, SPLIT, VIEW SIDE BY SIDE, SYNCHRONOUS SCROLLING, RESET WINDOW POSITION, SWITCH WINDOWS	06:22	AVAILABLE
CHAPTER-42	MACROS BLOCK HOW TO RECORD & APPLY MACROS IN MS WORD	10:45	AVAILABLE
CHAPTER-43	HOW TO MAKE PASSPORT SIZE PHOTO IN MS WORD? WITHOUT PHOTOSHOP OR ANY OTHER SOFTWARE	06:40	AVAILABLE
CHAPTER-44	FULL PRINTING SETUP OF ANY BOOK, FILE DOCUMENT IN MS WORD, WITH ADVANCE COMMANDS	20:09	AVAILABLE



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S.NO.	TOPIC COVERED	DURATION (Minutes)	PRACTICE FILE
CHAPTER-45	HOW TO MAKE AMAZING GST INVOICE FORMAT IN WORD	24:39	AVAILABLE
CHAPTER-46	HOW TO MAKE IMPRESSIVE QUOTATION FORMAT IN WORD	18:48	AVAILABLE
CHAPTER-47	HOW TO MAKE CASH RECEIPT FORMAT IN WORD	12:12	AVAILABLE
CHAPTER-48	PREPARING OF DELIVERY CHALLAN FORMAT IN WORD	14:15	AVAILABLE
CHAPTER-49	HOW TO PREPARE PURCHASE ORDER FORMAT IN WORD	13:16	AVAILABLE
CHAPTER-50	HOW TO MAKE RENT RECEIPT FORMAT IN WORD	10:32	AVAILABLE
CHAPTER-51	HOW TO USE FORMULAS IN WORK LIKE EXCEL	13:56	AVAILABLE
CHAPTER-52	HOW TO PREPARE STUNNING SALARY SLIP FORMAT	17:13	AVAILABLE
CHAPTER-53	PREPARING OF CERTIFICATE DESIGN FOR EMPLOYEES, STUDENTS, OR ANY OF INSTITUTE IN WORD	15:46	AVAILABLE
CHAPTER-54	PREPARING OF IMPRESSIVE ICARD DESIGN FOR EMPLOYEES OR STUDENTS IN WORD	16:49	AVAILABLE
CHAPTER-55	MAKING OF RTGS FORM / NEFT FORM IN WORD	20:13	AVAILABLE
CHAPTER-56	PREPARING OF FILLABLE FORM WITH DEVELOPER TABS LIKE CHECK BOX, RADIO BUTTON, DROPDOWNLIST AND MORE OPTIONS IN WORD	11:19	AVAILABLE
CHAPTER-57	VERY EASY WAY TO MAKE REPORT CARD IN WORD	21:26	AVAILABLE
CHAPTER-58	USE OF WORD IMPORTANT KEYBOARD SHORTCUT KEYS	12:13	NOT REQUIRED
CHAPTER-59	MORE WORD HIDDEN SHORTCUT KEYS USAGE	07:54	NOT REQUIRED
CHAPTER-60	AMAZING HIDDEN FEATURES OF MS WORD THAT WILL MAKE YOUR WORK AMAZING	23:59	NOT REQUIRED



## DESCRIPTION

Enroll now to go from beginning Word to Advanced user. This course will take you through a comprehensive understanding of the most popular word processing tools on the market. As your instructor, I will use my 10+ years of experience to guide you step by step as you further develop your skills in Microsoft Word. Even if you are seasoned Word users you will be amazed at the techniques and tools you pick up to help you become more productive and efficient in Word.

At the completion of this course, you will have mastered the most popular and sought after Microsoft Word tools and come away with the confidence to complete many Word tasks with efficiency and grace. Below are just a few of the topics you will master:

- **Creating Dynamic Microsoft Word Documents**
- **Effectively Formatting a Document with Styles**
- **Prepare Documents for Printing and Exporting**
- **Manage Large Documents**
- **Working with Page and Section Breaks**
- **Control Page Orientation**
- **Create and Manage Table Layouts**
- **Work with Tab Stops to Align Content Properly**
- **Insert Media and Images**
- **Perform Mail Merges to create Mailing Labels and Form Letters**
- **Build and Deliver Word Forms**
- **Manage Templates**
- **Protect Documents from Edits**
- **Track and Accept/Reject Changes to a Document**
- **Build Dynamic Table of Contents**
- **and much, much more...**

## Instructor Details:



Nazim Khan is a Microsoft Word & Excel Expert & Trainer, dedicated to helping you create outstanding tools and reports in Word & Excel. His courses are for those who want to learn Word & Excel, accelerate their careers, and achieve more in less time.

Nazim's background is Master of Business Administration (MBA-Finance), For over 10 years he has worked in the Accounts-Finance and MIS department implementing reporting systems based on Word, Excel & Tally ERP. All the while using Microsoft Word & Excel to automate and improve processes.

Since 4 years, Nazim runs his own website [TechGuruPlus.com](http://TechGuruPlus.com) and has an active YouTube channel with many engaging, high-quality videos. He provides customized Word & Excel Report seminars, enhanced visualization techniques, and advanced Word & Excel seminars to large corporations. Nazim has trained more than 50,000 people online.

His courses include examples based on his experience as well as the consulting work he has done for Indian & International companies. Many of the Word & Excel tips and tricks he shares is based on the questions received from experienced professionals in his Word & Excel training sessions.

He places great value on keeping his Word & Excel courses not only informative but also engaging. For this reason, students will find enough challenges, exercises, and downloadable files to practice so they can maximize the value gained from each course.

Nazim's passion is learning, sharing, and solving difficult Word & Excel problems.



**Buy Now**

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