Draftstack
TEMPLATES · EBOOKS · TOOLS

COURSE

MS Word Complete Course

16 lessons and practice documents. Letters, reports, resumes and forms that look professional and stay neat when someone else edits them.

MADE FOR

Students, job seekers, office assistants, teachers and anyone who types documents but fights with spacing, page numbers and tables.

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How to use this course

Most people use Word like a typewriter: they press Enter many times to move to the next page and use spaces to line things up. Then one change breaks the whole layout. This course teaches the proper way, which is also the faster way.

How to study

- One lesson a day, 20 to 30 minutes.
- Open the matching file from the practice folder. *Word_Practice_Raw.docx* has plain text for every task; *Word_Practice_Finished.docx* shows the result.
- Works in Microsoft Word 2016 or newer and Microsoft 365. Google Docs and WPS Writer can follow most lessons; differences are noted.

TURN ON THE PARAGRAPH MARKS

Press `Ctrl` + `Shift` + `8` (the ¶ button on the Home tab). You will see every Enter, space and tab. Most layout problems become obvious.

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MODULE 1

Typing and formatting

1. The Word screen and saving properly

The Ribbon at the top has tabs: Home (fonts, paragraphs, styles), Insert (tables, pictures, page numbers), Layout (margins, orientation), References (contents, footnotes), Review (spelling, comments, track changes) and View.

Save the right way

- Ctrl + S often. Turn on AutoSave if the file is on OneDrive.
- Name files so they sort well: *2026-11-04 Offer Letter Ramesh.docx*.
- **File → Save As → PDF** when you send a final document. A PDF looks the same on every phone and cannot be changed by mistake.

Page size for India

Most Indian offices print on **A4**. Word in some installations starts with Letter size, which prints with odd margins. Check Layout → Size → A4 before you start a long document.

> **PRACTICE**
> Open a new document, set the size to A4, type your name and address, and save it once as .docx and once as PDF.

2. Fonts and paragraphs

Fonts change how characters look. Paragraph settings change how lines and blocks sit on the page.

Choose one or two fonts

Calibri, Arial or Aptos for body text at 11 or 12 points. Headings can use the same font, bold and bigger. Avoid fancy fonts in official letters.

Paragraph settings that matter (Home → Paragraph → small arrow)

- **Alignment:** left for letters and reports; justified only if the hyphenation looks fine.
- **Line spacing:** 1.15 is easy to read. Use *Multiple 1.15*, not extra blank lines.
- **Spacing after:** 6 pt or 8 pt gives a gap between paragraphs without pressing Enter twice.
- **Indentation:** use the indent boxes or the ruler, not spaces.

NEVER USE THE SPACE BAR TO LINE THINGS UP

Spaces look aligned on your screen and break on someone else's. Use tabs (Lesson 3) or a table.

PRACTICE · RAW DOCUMENT, PART 1

Format the notice: Calibri 12, line spacing 1.15, 8 pt after each paragraph, heading bold and centred, signature block right-aligned using the paragraph setting, not spaces.

3. Tabs and lists

Tabs

A tab stop tells the cursor exactly where to go. Click the small box at the left end of the ruler to choose a tab type, then click on the ruler to place it.

Tab	Use
Left	normal columns of text
Right	dates or amounts at the right margin
Decimal	amounts lined up on the decimal point
Leader (dots)	contents pages: Chapter 1 4

Example: a letter with *Ref: HR/2026/114* on the left and *Date: 04-11-2026* on the right uses one right tab at the margin.

Bulleted and numbered lists

Home → Bullets or Numbering. Press `Tab` to make a sub-point and `Shift` + `Tab` to go back. Right-click a number → *Restart at 1* or *Continue numbering* when Word guesses wrong.

PRACTICE · RAW DOCUMENT, PART 2

Put the reference on the left and the date on the right with one right tab, turn the steps into a numbered list with two sub-points, and make a price list with a dot leader.

4. Styles: the secret of neat documents

A style is a saved set of formatting with a name: Normal, Heading 1, Heading 2, Title. Instead of making every heading bold, 14 pt and navy by hand, you click **Heading 1**.

Why it matters: - Change the style once and every heading in the document changes. - The **Navigation Pane** (View → Navigation Pane) lists your headings, so you can jump around a 40-page report. - A table of contents builds itself from heading styles (Lesson 10).

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You have read the free preview of MS Word Complete Course

Stop fighting with spacing and page numbers. Learn the proper way to make letters, reports, resumes and forms in Word, in 16 short lessons with practice documents.

- Course book: 16 lessons in 3 modules, PDF
- Practice documents: Raw text for every task + the finished version
- Mail merge list: Excel list of 12 students for fee reminders
- Shortcuts and checks: Keyboard shortcuts and a self-check list

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