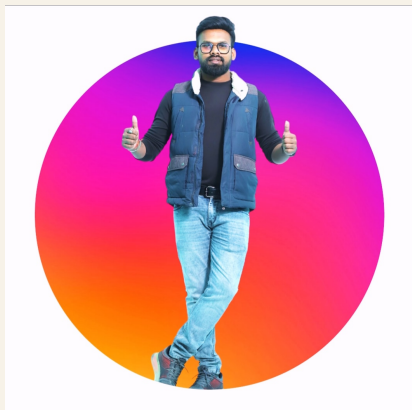




FREE PRACTICAL LEARNING EBOOK

Microsoft Word Essentials

Create clean, professional documents for work, business and everyday use.



By Lambodar Patra
Digital Marketing, Meta Ads & Business Growth
Partner

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Learn practical skills. Build smarter systems. Grow with confidence.

START HERE

What you will be able to do

This beginner-friendly guide teaches the document skills most people need in offices and businesses. Menu labels can vary slightly by Word version.

- Format readable documents
- Use headings, lists, tables and page settings
- Create letters, proposals and reports
- Review, export and share confidently

Practice rule

Use the skill immediately on one real document, dataset, presentation or business task. Practical use creates confidence faster than passive reading.

Learning path

- 1. Start and Format a Document
- 2. Paragraphs, Lists and Styles
- 3. Tables, Images and Layout
- 4. Business Documents
- 5. Review, Export and Share

Start and Format a Document

Good documents begin with clear structure.

Document setup

Set size, margins and orientation before detailed formatting.

- Use A4 for most business documents
- Choose portrait or landscape intentionally
- Save with a clear filename

Text formatting

Use fonts, spacing and emphasis consistently.

- Use one body font
- Create clear heading levels
- Use bold for meaning, not decoration

Try this now

Create a one-page company introduction with a title, two headings and a short bullet list.

Paragraphs, Lists and Styles

Consistency makes long documents easier to read and update.

Paragraph control

Manage alignment, line spacing and space before or after paragraphs.

- Avoid repeated blank lines
- Use 1.15 to 1.5 line spacing
- Keep body text left aligned

Styles

Apply Heading styles instead of manually formatting every heading.

- Heading 1 for main sections
- Heading 2 for sub-sections
- Modify styles once for global consistency

Try this now

Reformat an old document using Heading 1, Heading 2 and Normal styles.

Tables, Images and Layout

Visual elements should support information, not crowd it.

Tables

Use tables for comparisons and structured information.

- Keep headers clear
- Use minimal borders
- Align numbers consistently

Images

Insert, resize and wrap images carefully.

- Use high-quality images
- Maintain aspect ratio
- Add captions where useful

Try this now

Build a two-column service comparison table and insert one correctly aligned image.

Business Documents

Use reusable structures for common workplace tasks.

Useful formats

Create templates for repeated business communication.

- Formal letter
- Quotation or proposal
- Meeting minutes
- Simple report

Professional finish

Check details before sharing.

- Header and footer
- Page numbers
- Consistent date and contact format

Try this now

Create a reusable letterhead with company name, contact details and footer.

Review, Export and Share

The final review protects your credibility.

Review tools

Use spelling, comments and Track Changes appropriately.

- Run spelling and grammar check
- Use comments for questions
- Accept or reject changes carefully

Export

Choose the right file format.

- DOCX for editing
- PDF for final sharing
- Use descriptive version names

Try this now

Review a two-page document, add one comment and export a final PDF.

QUICK REFERENCE

Your action checklist

- ☐ Set page size and margins
- ☐ Use heading styles
- ☐ Keep fonts consistent
- ☐ Check spacing and alignment
- ☐ Review spelling and facts
- ☐ Export a clean PDF

Continue learning

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Email: connect@mydigitalskills.in

Instagram: [@mydigitalskills.in](https://www.instagram.com/mydigitalskills.in)

WhatsApp: +91 81287 29003

Noida, India