

Microsoft - Microsoft Word - Level 2 / Med (2010, 2013, 2016)

Code:	7167
Length:	1 days
URL:	View Online

Students will learn how to use advanced formatting tools, research tools, use graphics, create tables, charts, headers and footers, use the research tools and do a mail merge.

Instruction will be personalized by version. Students have the option to progress through the course using Microsoft Word 2010- Level 2, Microsoft Word 2013- Level 2, or Microsoft Word 2016- Level 2.

Suggested Audience

Skills Gained

Upon completion of the course, participants will be able to accomplish the following:

- Explore the User Interface
- Work with Templates
- Working with Styles
- Bullets and Numbering
- Advanced Page Formatting
- Hyperlinks
- Use Time Saving Tools
- Mail Merge
- Use Send Options
- Working with Graphics
- Working with Tables
- Working with Data and Charts

Who Can Benefit

This course is intended for participants who are interested in learning about Microsoft Word.

Prerequisites

An introductory Word course or equivalent experience using the program.

Schedule (as of 3)

Date	Location	
Sep 23, 2019 – Sep 23, 2019	Virtual	Enroll
Oct 4, 2019 – Oct 4, 2019	Halifax	Enroll
Oct 4, 2019 – Oct 4, 2019	Victoria	Enroll
Oct 4, 2019 – Oct 4, 2019	Virtual	Enroll
Oct 18, 2019 – Oct 18, 2019	Virtual	Enroll
Oct 18, 2019 – Oct 18, 2019	Toronto	Enroll
Oct 22, 2019 – Oct 22, 2019	Ottawa	Enroll
Oct 22, 2019 – Oct 22, 2019	Winnipeg	Enroll
Oct 22, 2019 – Oct 22, 2019	Virtual	Enroll
Oct 29, 2019 – Oct 29, 2019	Calgary	Enroll
Oct 29, 2019 – Oct 29, 2019	Edmonton	Enroll
Nov 14, 2019 – Nov 14, 2019	Calgary	Enroll
Nov 14, 2019 – Nov 14, 2019	Edmonton	Enroll
Nov 14, 2019 – Nov 14, 2019	Virtual	Enroll
Nov 14, 2019 – Nov 14, 2019	Virtual	Enroll
Nov 15, 2019 – Nov 15, 2019	Vancouver	Enroll
Nov 15, 2019 – Nov 15, 2019	Virtual	Enroll
Nov 21, 2019 – Nov 21, 2019	Mississauga	Enroll
Nov 21, 2019 – Nov 21, 2019	Virtual	Enroll
Dec 3, 2019 – Dec 3, 2019	Halifax	Enroll
Dec 3, 2019 – Dec 3, 2019	Montreal	Enroll
Dec 13, 2019 – Dec 13, 2019	Virtual	Enroll
Dec 13, 2019 – Dec 13, 2019	Toronto	Enroll
Dec 17, 2019 – Dec 17, 2019	Virtual	Enroll
Dec 17, 2019 – Dec 17, 2019	Ottawa	Enroll