

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.

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