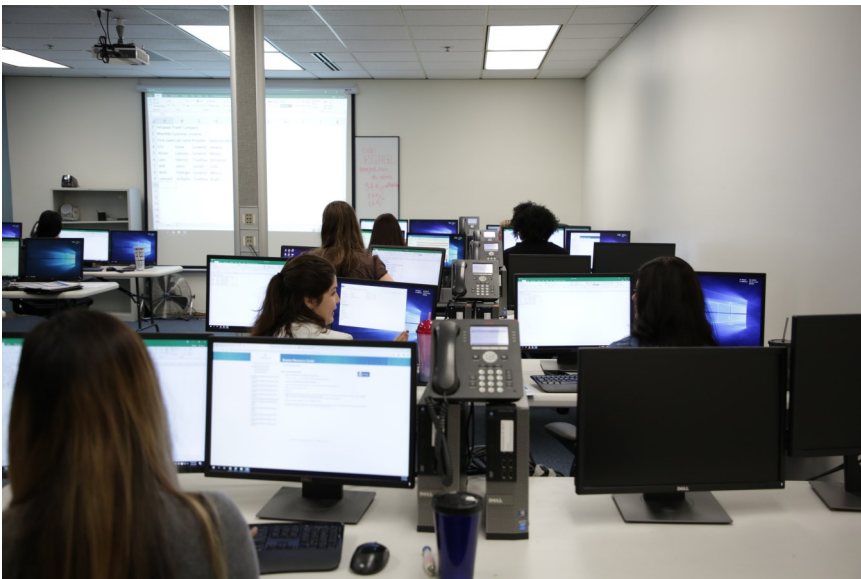


# MICROSOFT WORD



The Microsoft Word training workshop provides your employees with an understanding of what Word is designed for and how to use it. The course can go over simple items such as loading and saving a document and entering simple text, to more advanced techniques such as layout design and mail merges. We can conduct an introductory course or an advanced course or a combination of these two. This training is customized depending on your needs and whether you need basic or advanced Word training.

This class is interactive as well as discussion oriented. It is designed to be fully customizable to your employee training needs and we are able to conduct this training at your site or ours.



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***“I am a visual learner, very helpful to see examples projected.”***

*- Previous trainee*

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## Brief Class Outline

- Introduction to Word
- Work area/layout
- Formatting text
- Inserting items
- Layout of page
- Header/Footer
- Page breaks
- Tracking changes

## Contact Us

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