

Word Processing Courses

Word Unit 1 (up to 9 Hours)

Recommended Prerequisite: Computer Basics

Price: \$290 or 3 vouchers

In this course, you will learn how to navigate documents, enter text, and save files. We will show you shortcuts to select text, work with toolbars and menus, use the Office Clipboard, and learn features such as drag-and-drop, find and replace, spell and grammar check. Learn to change fonts, font attributes, align text, and apply character effects. Add pizzazz to your document by using borders and shading, bullets and numbering, and by adding graphics to your page. Learn to use headers and footers and date and time placeholders. Learn about format painter, a quick technique for copying formatting. See how to work with multiple views of your document. To make sure everything is aligned properly, learn how to set margins, indents, print settings, and view non-printing characters. We will work with page setup, borders and shading, and symbols. Save time by using AutoText and AutoCorrect. We'll setup tabs, automatic page numbering, and styles. Learn how to insert text from another file, work with breaks and spacing, indents, columns, sections, and outline numbered lists. Use and modify graphics, set graphics options, and work with the drawing toolbar and text boxes.

Word Unit 2 (up to 9 Hours)

Recommended Prerequisite: Computer Basics, Word Unit 1

Price: \$290 or 3 vouchers

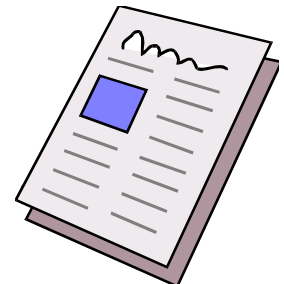
In this advanced course, we will insert tables into our document, work with the cells, and change formatting. Prepare and print letters, envelopes, and labels individually or from lists using mail merge. Prepare documents for the Web and create hyperlinks. We will work with different footer sections and explore styles. We will utilize footnotes and endnotes, fields and cross-references, and build an index and table of contents. Discover how to modify paragraphs, change headers and footers, work with text and columns, and use graphics. Learn to use master documents, work with expanded and locked documents, rearrange subdocuments, and split and merge subdocuments. Insert page breaks and set paragraph formatting. Use revision tools, collaborating with work groups, and using the track changes feature. Work with forms and set form options. We'll show you how to create and run macros.

Word Complete (up to 15 Hours)

Recommended Prerequisite: Computer Basics

Price: \$490 or 5 vouchers

This course will teach you everything you need to know about using Microsoft Word. All the techniques, tips and tricks from Unit 1 and Unit 2 will be covered in this two day class.



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