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## MICROSOFT WORD

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Microsoft Word is the most popular word processing software. Used across offices all around the world this software makes it easier to type, edit and save documents, saving your time.

Business & Technical Training College will teach you to understand the many features and tools of this software. We provide 3 levels of training for the broadest range of students.

### **LEVEL I: Essentials**

During the hands-on course you will learn all essential skills of Microsoft Word. You will create and save a document and learn to add and format text, adding visual touches, such as tables and charts, making it easier to read and look more appealing. You will also learn to print, use electronically and share documents.

#### **COURSE OUTLINE:**

- Creating a Word Document
- Editing a Word Document
- Formatting text in a Word Document
- Formatting Paragraph in a Word Document
- Inserting Tables in a Word Document
- Inserting Special characters and Graphical Objects
- Controlling the Appearance of the Pages in a Word Document
- Proofreading a Word Document

### **LEVEL II: Intermediate**

This level of the course will focus on Insert pictures to liven up your document, and then align your text with your visual elements. You will also learn to add the finishing touches such as margins, headers and footers.

#### **COURSE OUTLINE:**

- Creating Customized Formats with Styles and Themes
- Modifying Pictures
- Creating Customized Graphic Elements
- Inserting Content Using Quick Parts



- Controlling Text Flow
- Using Templates to Automate Document Creation
- Automating the Mail Merge
- Finishing touches: Margins, headers and footers

### **LEVEL III: Advanced\***

This course is designed for students who use more completed features of MS Word.

#### **COURSE OUTLINE:**

- Using Microsoft Office Word 2010 with Other Programs
- Collaborating on Documents
- Managing Document Versions
- Adding Reference Marks and Notes
- Simplifying the Use of Long Documents
- Securing a Document
- Creating Forms

**\*Microsoft Office Word: Level III can be customized to yours or to your company needs.**