
Word

This class is intended for everyone who uses Word. If you are brand new to Word, our Word & PowerPoint Basics class can be taken first.

Instructor

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School Phone

805-497-2761

Class Dates

Room Location

Room 7B

Overview:

Most people use Word but never tap into its ability to keep your work organized and professional looking! Work smarter by using Mail Merge, proofreading tools, images, headers & footers, SmartArt, templates, integrated Excel files, and so much more! Whether you are working, a diligent student, or an active retiree, if you use Word and understand the basics like undo, cut, copy, paste, and how to change a font, this comprehensive Word class is perfect for you!

Class Resources and Recommended Books:

E-textbook, online materials, and a 2-year subscription to our comprehensive video learning library included. This class is an excellent prep for the Microsoft Office Specialist Exam.

Bring These Items To Class Daily:

- Pen or Pencil, note pad, flash drive

Instructional Procedure:

The Instructor will lecture while demonstrating various Word techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students may ask questions throughout the course.

Class Topics

- Indenting Text and Using Custom Tab Stops
- Using Numbered and Bulleted Lists
- Formatting Paragraphs, Text, Borders, Shading
- Styles
- Introducing Headers and Footers
- Working with Footnotes, Endnotes, Citations, Bibliographies, Captions
- Working with Templates
- Understanding Mail Merge
- Working with Section Breaks
- Using WordArt, Media, Pictures, and Clip Art
- Working with Shapes
- Working with SmartArt
- Formatting the Page Background
- Working with Forms