

## **Microsoft Word Hands-On:**

**Sessions: Four**

**Total Hours: Eight**

**Prerequisite: None**

Microsoft Word is the world's best-selling Word Processor. It is the application program of choice for creating and sharing documents in print, through E-Mail, and on The Web. Word makes it easier for users to discover and use existing functionality, and provides intelligent new ways for users to work with their documents.

This Course will present many of the basic techniques required to utilize this advanced Word Processor Program. Common menu items will be illustrated, demonstrated, and applied in order to create various documents. Those individuals, who already have a basic understanding of this application, will find the discussion of the numerous Templates available in Word to be of particular interest to them. In addition, the formatting of documents and labels will be explained, as well as some of the types of printing options that are available to the user. The Instructor will also discuss the "Mail Merge" function which can be very helpful if the Member has to manage large Mailing Lists for Holidays, Birthday, or Church functions. Because this is an eight hour Course, your Instructor will allocate considerable time to answering specific questions, and demonstrating some of the technique tricks that will assist the Member in maximizing their efficient use of this program. Microsoft Word also makes it easier for users to share and review documents with others by using new and existing functionality in the application. This goal is achieved through new tools such as "Task Panes" and "Smart Tags" that are shared through out the Microsoft Office Suite, as well as improved technology for working with formatting, styles, Bullets, Tables of Contents, and more.

There is also a high level of customization that can be utilized in order to make Word more user friendly. This customization allows the individual to change the look of Tool Bars by adding or removing Icons or changing the order that Icons are displayed within the Toolbar itself. Word also has many additional Toolbars that can be added such as "Drawing", "Forms" and "Word Art", etc.

This Training Course will illustrate many important concepts and techniques, allowing the Member to perform and use the features of this advanced Word Processor Program upon completion.