



## Computer Training: MS Word®

When you complete any of these MS Word® training courses, **you'll receive a certificate** to confirm your proficiency. You can also "pick and choose" topics from any of these courses for [Q&A sessions](#) or [Project Kickstarts](#) (no certificates issued for Q&A or Kickstart sessions). You can also [purchase the workbooks](#) for these courses separately.

### Microsoft Word® Introduction

Note: To get the most out of your instruction, we recommend that you first master the skills in our [Computer Literacy](#) course.

Using MS Word® is so much more efficient than typing on a typewriter! You can create attractive documents that are easy to read - and better still, easy to change and retrieve!

Average course time: 3 hours

#### You'll need:

- [Computer Literacy](#) or equivalent experience
- A working computer with Windows® installed on it
- Microsoft Word® 6.0 or higher or Microsoft Office® 97 or higher

#### You'll learn:

- Basic navigation in Microsoft Word®
- Creating, opening, and saving documents
- Typing and deleting text
- Setting up margins in a document
- Inserting page breaks
- Viewing documents in Print Layout View
- Formatting text
- Inserting and deleting tabs
- Aligning text with tabs
- Creating and formatting tables
- Printing documents
- Emailing documents



## Microsoft Word® Intermediate

Take the next step! When you've completed this Intermediate level course, you'll feel confident and competent working with most documents that are regularly used in business.

Average course time: 3 - 4 hours

### You'll need:

- A working computer with Windows® installed on it
- Microsoft Word® 6.0 or higher or Microsoft Office® 97 or higher
- [Microsoft Word® Level 2](#) or equivalent experience

### You'll learn:

- Using the highlighter
- Using special symbols
- Word count
- Formatting marks
- Toolbars
- AutoText and AutoCorrect
- Language, spelling and grammar
- Find and replace
- Paragraph formatting
- Bulleted and numbered lists
- Basic styles
- Basic Headers and footers
- Inserting pictures
- Editing pictures with the Picture Toolbar
- Sorting
- Envelopes and labels
- Letter wizard



## Microsoft Word® Advanced

If you deal with complex documents, you need more advanced skills to deal with special document formatting. And don't forget the time and work you can save by getting Word® to build the table of contents for you!

Average course time: 3 - 5 hours

### You'll need:

- A working computer with Windows® installed on it
- Microsoft Word® 6.0 or higher or Microsoft Office® 97 or higher
- [Intermediate Microsoft Word® Level 3](#) or equivalent experience

### You'll learn:

- Tables of Contents
- Indexes
- Tables of Figures
- Captions
- Bookmarks
- Cross-referencing
- Hyperlinks
- Footnotes and Endnotes
- Sections
- Columns
- Equations and Formulas
- Linking and Embedding
- Mail Merge



## Microsoft Word® Power User

These are the skills that make you stand out at the office! If you're creating complex documents that use cross-referencing, or if you're creating documents to automate office processes for other users, this course is for you.

Average course time: 3 - 5 hours

### You'll need:

- A working computer with Windows® installed on it
- Microsoft Word® 6.0 or higher or Microsoft Office® 97 or higher
- [Microsoft Word® Level 4](#) or equivalent experience

### You'll learn:

- Advanced styles
- Templates
- Advanced find and replace using wildcards, formats, and special characters
- Setting options and customizing toolbars
- Split window
- Setting default preferences in the Normal template
- Subdocuments
- Forms and fields
- Text boxes
- Autoshapes and wordart
- Passwording documents
- Drop caps and watermarks
- Backgrounds
- Document map
- Track changes and add comments
- Macros
- Creating web pages with Word®



- Document comparison
- Line numbers
- Automatic/manual hyphenation