



Microsoft Word Training

CHL Computer Training Lab, Bldg. 1103, Room 1005
October 4, 11, and 18 8:00—5:00

Registration fee: \$25 per course.

Registration and payment information:
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Word Introduction (Level 1): October 4, 2017

Upon successful completion of this course, students will be able to:

- create a simple document, save a document, use Microsoft Word's automatic text features for entering text, and access online help.
- make changes to an existing document using a variety of editing techniques.
- apply text formatting to a document.
- change the appearance of a document by applying various paragraph formats and effects.
- create a table, navigate and enter text in a table, and enhance its appearance through formatting.
- use Word's Find and Replace, and proofing tools to efficiently do your work.
- preview a document, apply and remove formatting that affects entire pages, and print a document.

Course Content

Lesson 1: Creating a Document

Lesson 2: Editing Text

Lesson 3: Formatting Text

Lesson 4: Formatting Paragraphs

Lesson 5: Adding Tables

Lesson 6: Using Word Timesavers

Lesson 7: Setting Page Display and Printing Options

Word Intermediate (Level 2): October 11, 2017

Upon successful completion of this course, students will be able to:

- create and modify custom templates, apply existing styles, and create a custom style.
- enhance a table by merging table cells, sorting and calculating table data, and creating charts based on various table data.
- learn how to insert, manipulate, and format graphic images, including clip art, AutoShapes, WordArt, and organization charts.
- create a newsletter using columns, sections, and graphics.
- use the Mail Merge Wizard to mail merge form letters, complete with mailing labels.
- include comments in a document and compare and merge documents.

Course Content

Lesson 1: Creating and Modifying Templates

Lesson 2: Managing Tables and Table Data in Documents

Lesson 3: Adding Graphics

Lesson 4: Creating a Newsletter

Lesson 5: Sending Form Letters

Lesson 6: Creating a Web Page

Lesson 7: Managing Document Changes

Word Advanced (Level 3): October 18, 2017

Upon successful completion of this course, students will be able to:

- create and distribute a form.
- automate tasks by writing and revising macros.
- create references to information in a document.
- prepare a document for publication.
- revise documents based on feedback provided by other users.

Course Content

Lesson 1: Creating and Distributing Forms

Lesson 2: Automating Tasks

Lesson 3: Referencing Document Information

Lesson 4: Preparing a Document for Publication

Lesson 5: Revising Documents

Lesson 6: Modifying an HTML Page

