Training Center Location Mailing Address Phone:

10801 Lomas Blvd NE Suite 102 PO Box 36317 Albuquerque, NM 87176 505-884-9605

Microsoft Word Introduction

Course Description

Microsoft Word is a graphically oriented word processor that takes full advantage of the Microsoft Windows interface to combine ease of use and flexibility. This course is an introduction to the capabilities of Word. The basics of managing and laying out a document will be covered. In order that each participant will be able to use a computer the class size is limited.

SPECIFIC TOPICS COVERED

Entering text into a document
Saving and retrieving a document
Moving, copying, and deleting text
Searching and replacing text
Spell checking and Auto Correct
Thesaurus & Grammar Check
Working with font appearance, size, and types
Setting margins, justifications, and indentations
Borders and shading
Printing a document
Printing envelopes
Creating headers and footers
Simple graphics, adding lines and boxes to text
Tabs
Introduction to tables

CLASS DAYS

This class is scheduled over a two-day period

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Microsoft Word Intermediate

Course Description

Microsoft Word is the word processor of choice if you are working in a Windows environment. It is an excellent word processor and a capable publisher. This class will teach the student how to create professional looking proposals, newsletters, and reports using Word's publishing features. The principles of design and layout of documents will be discussed and the student will learn how to apply these principles using Word's state of the art publishing features. Each student will receive a disk containing the macros and style sheets created in the class. In order that each participant be able to use a computer the class size is limited.

SPECIFIC TOPICS COVERED

Creating and using a template
Laying out forms
Adding graphics to a document
Using styles
Advanced tables
Mail merge
Working with fields
Integrating with other programs
Working with multiple pages
Sections
Columns
Text art
Creating simple macros

CLASS DAYS

This class is scheduled over a three-day period.

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