

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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