

Training Center Location
Mailing Address
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10801 Lomas Blvd NE, Suite 102
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Forms in Microsoft Word

COURSE DESCRIPTION

Microsoft Word is a high-end word processor and a capable publisher. This class will teach the student how to create professional looking forms using Microsoft Word's form design features. The principles of design and layout of forms will be discussed as well as automating forms with buttons. Creating, using, and working with templates will also be discussed. Each student will receive a disk containing the forms created in the class. The students will also be encouraged to bring their own forms to work on. In order that each participant is able to use a computer the class size is limited.

SPECIFIC TOPICS COVERED

- Setting fonts, types, and sizes
- Adding lines and boxes to text
- Setting margins, justifications, and indentations
- Using tabs
- Simple tables
- Complex tables with calculations
- Creating and applying templates
- Using styles
- Text boxes
- Graphics
- Check boxes
- Drop down lists
- Option buttons

CLASS DAYS

This class is scheduled over a two-day period.

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