



INTERMEDIATE/ADVANCED MICROSOFT WORD TRAINING

Our *Intermediate/Advanced Microsoft Word* training class includes a total of 6 lessons and is geared towards individuals who no longer need the fundamentals in Microsoft Word and want to learn more advanced techniques on using the Word program. Our **live training class** is taught by a professional instructor in person or via Zoom (online). The goal of the training class is to help individuals become more efficient and improve the way they organize, edit, revise, share, collaborate and publish professional documents in Microsoft Word.

Intermediate/Advanced Microsoft Word Training Class Outline

Below is a list of the lessons and topics covered:

- Lesson 1: Headers, Footers & Page Layout
- Lesson 2: Proofing & Tracking Changes When Making Edits
- Lesson 3: Page Design, Watermarks, Styles & Headings
- Lesson 4: Working With Charts & Smart Art
- Lesson 5: How to Use Content Control & Create Fields
- Lesson 6: Creating Labels & Mail Merging