



## Beginner to Advanced Microsoft Word Training Class

Our *Beginner to Advanced Microsoft Word* training class includes a total of 10 lessons and is geared towards individuals who need overall instruction on key features of Microsoft Word, covering the fundamentals to some of the more advanced features of the program. Our live training class is taught by a professional instructor in person or via Zoom (online) with the intention of providing a well-rounded training on the majority of the functions your staff will need.

### Microsoft Word Training Class Outline

Below is a breakdown of the lessons covered in our *Beginner to Advanced Microsoft Word Training Class*:

- Lesson 1: How to Properly Customize Content
- Lesson 2: Working with Tables in Word
- Lesson 3: Working with Images & Shapes
- Lesson 4: How to use Hyperlinks & Bookmarks
- Lesson 5: Headers, Footers & Page Layout
- Lesson 6: Proofing & Tracking Changes When Making Edits
- Lesson 7: Page Design, Watermarks, Styles & Headings
- Lesson 8: Working With Charts & Smart Art
- Lesson 9: How to Use Content Control & Create Fields
- Lesson 10: Creating Labels & Mail Merging