



MICROSOFT WORD FOR BEGINNERS TRAINING CLASS

Our *Microsoft Word for Beginners* training class includes a total of 6 lessons and is geared towards individuals who need to learn the fundamentals in Microsoft Word or need a refresher on some of the basics. 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 confident in navigating Microsoft word, becoming more efficient when using the program and improving competency when utilizing key features in Microsoft Word.

Microsoft Word for Beginners Training Class Outline

Below is a list of the lessons and topics covered:

- Lesson 1: Microsoft Word Terminology & Navigation
- Lesson 2: How to Properly Customize Content
- Lesson 3: Working with Tables in Word
- Lesson 4: Working with Images & Shapes
- Lesson 5: How to use Hyperlinks & Bookmarks
- Lesson 6: Headers, Footers & Page Layout