

## MICROSOFT WORD

### Narrative Summary:

Word-processing is a way of life and essential to business. Using Microsoft Word, participants will work with files, learn to create documents and edit and format in a professional manner. All the basic functions of Word will be explored. More advanced skills like multiple page reports and how to integrate Word with other programs will be learned as you progress through the various levels.

### Admission Requirement:

No prerequisite for Level 1. Keyboarding and some experience with Windows is an asset. Demonstrated proficiency should be achieved before progressing to the next level.

### Course Outline and Information:

#### Microsoft Word - LEVEL 1

- Exploring Word
- Using Basic Document Skills & Text Editing
- Checking Spelling and Grammar
- Working With Document Views
- Saving, Retrieving & Printing Documents

#### Microsoft Word - LEVEL 2

- Using Paragraph & Document Formatting
- Inserting dates and symbols
- Setting Tabs & Indenting Paragraphs
- Using Numbers & Bullets
- Working with Headers and Footers
- Using Section Breaks
- Working With Auto Format and Tables
- Applying Borders & Shading
- Merging documents and managing files

### Hours and Duration:

A variety of short courses are offered on a regular basis. Please visit [www.osttc.com](http://www.osttc.com) to review regularly scheduled classes.

## MICROSOFT WORD - Continued

### Course Outline and Information:

#### Microsoft Word - LEVEL 3

- Inserting graphics and working with newsletter-style columns
- Drawing, objects, charts and diagrams
- Mail merge and mailing labels
- Sorting table data and formulas in tables
- Importing excel data
- Macros, forms and document protection
- Bookmarks, footnotes, endnotes
- Tracking revisions
- Generating Indexes and table of contents

### Hours and Duration:

A variety of short courses are offered on a regular basis. Please visit [www.osttc.com](http://www.osttc.com) to review regularly scheduled classes.