

Microsoft Word

Word! More than just a text-editing tool...

Word: Introduction

- Learn to create new documents and the basics of entering text
- Learn to use save, and the save as commands
- Learn to open and edit documents
- Learn how to use headers and footers
- Learn to use page breaks
- How to use the AutoCorrect feature
- How to move and copy text
- How to format characters and paragraphs
- How to create tables
- Learn how to print documents, envelopes, and labels
- Learn how to create a web page using themes in word (applies to word 2000 only)

Word: Intermediate

- Learn to create sections newspaper columns using sections to change page orientation
- Drawing a table
- Learn to Create and format tables, Insert data
- Learn to work with mail merge
- Learn to apply, create and modify styles
- Learn to use and create templates
- Learn to run, edit, and test macros
- Learn to create new web pages and how to add hyperlinks and graphics to your web page

Word: Advanced

- Learn to AutoFormat features and how to link styles
- Learn to create forms and fields
- Learn to insert and edit WordArt drawings in a document
- Learn to create footnotes and endnotes, bookmarks, cross-references
- Learn to use highlights and comments
- Learn to create hyperlinks, and view and insert multimedia elements into your web pages (Word 2000 only)

Interested??? Have Questions? Call PCS for more information or for our course outline
Seating is limited so call today!!

Word XP Introduction	11-04 or 12-01
Word XP Intermediate	11-10 or 12-12
Word XP Advanced	10-22 or 11-25
Word 2000 Introduction	11-07 or 12-04
Word 2000 Intermediate	11-17 or 12-16
Word 2000 Advanced	10-27 or 11-26

All classes are instructor-led, and include a FREE training textbook. Class times starting at 8:30 am
PCS provides training in a variety of programs, please call or fax us for a full schedule.



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