COURSE SYLLABUS

Word Bootcamp

Learn essential Microsoft Word skills, from basic formatting and text editing to advanced features like mail merges and custom templates.

For more information, visit
https://www.creativelive.com/classes/word-bootcamp

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Course Outline

This package includes these courses

- Microsoft Word Level I (6 Hours)
- Microsoft Word Level II (6 Hours)

Microsoft Word Level I

Learn essential Microsoft Word skills to work faster and more efficiently, with no prior experience required. This hands-on class covers everything from basic formatting to advanced features like mass emails, citations, and time-saving shortcuts.

- Navigate documents efficiently and format text, paragraphs, and page layouts with confidence
- Work with tables and lists to organize and present information clearly
- Add and manage images within Word documents
- Insert endnotes, footnotes, and citations for professional and academic writing
- Save time with productivity shortcuts and formatting fixes for cleaner, more polished documents

Microsoft Word Level II

Take your Microsoft Word skills to the next level with this advanced training course. You'll learn to automate tasks, create custom styles and templates, and work efficiently with long and complex documents.

- Manage multiple documents and collaborate with others using track changes, comments, and revision tools
- Apply advanced formatting techniques and build custom style sets and templates for consistent, professional documents
- Create and manage reference tables including tables of contents and indexes
- Design forms and use mail merge to automate personalized communications at scale
- Work efficiently with long documents using tools and techniques that streamline your workflow