

MICROSOFT WORD

INTRODUCTION TO MS WORD

POFI 1024 | \$229 | In Person

Microsoft Word is an essential application for success in today's business world, whether you are beginning your career in a support or an executive position. This class will introduce you to MS Word and teach you how to:

- Create, format, and edit basic business files
- Edit documents using spell check, dictionary, and thesaurus
- Save files and print documents

MS WORD INTERMEDIATE

POFI 1042 | \$229 | In Person

Learn how to use the more advanced features of Microsoft Word 2019/365, including how to:

- Use the mail merge function
- Design and create a data source
- Create a newsletter
- Work and organize long documents



MS WORD ADVANCED

POFI 2037 | \$199 | In Person

Dive deeper into Microsoft Word 2019/365 in this advanced class. This class will teach you how to:

- Track your changes to a document
- Review changes from multiple reviewers
- Modify document properties
- Embed and link Excel objects to Word
- Convert Word documents to web pages

