COURSE SYLLABUS

# Word Bootcamp (Self-Paced)

Build your Microsoft Word skills from scratch, covering the basics of formatting and text editing all the way up to advanced features like mail merge and custom templates.

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



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## Course Outline

This package includes these courses

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

### Microsoft Word Level I (Self-Paced)

Master essential shortcuts and techniques in this self-paced Microsoft Word course. Improve your productivity and efficiency by learning how to handle mass emails, fix formatting issues, and use time-saving shortcuts. No prior experience with Word is required.

- Navigating and organizing documents
- Formatting and managing text, paragraphs, and entire documents
- Inserting and formatting tables
- Creating and managing lists
- Using endnotes, footnotes, and citations
- Inserting and editing images in Word documents

### Microsoft Word Level II (Self-Paced)

Enhance your Microsoft Word abilities with this self-paced training. Discover how to automate repetitive tasks, design custom styles and templates, and manage lengthy documents effectively. This course will help you improve your efficiency and streamline your work processes.

- Efficiently manage and work with multiple documents
- Track changes and collaborate using comments and revision tools
- Apply advanced formatting techniques for polished, professional documents
- Create and manage reference tables, including tables of contents and indexes
- Design forms and utilize mail merge to automate personalized communications
- Develop and apply custom style sets and templates for consistent formatting