



## Microsoft Word - Intermediate

May 5, 6, and 8: 5-7pm PT | 6pm-8pm MT | 8-10pm ET

Online via Zoom (The link will be sent to registered participants)

**The fee for this course is \$10.00**

### Course Outline

**Pre-requisite for this course: A basic knowledge of Microsoft Word  
Learn a basic level of Microsoft Word online for free at:**

<p><b>The New Microsoft Word Interface</b></p> <ul style="list-style-type: none"><li>• Quick Access Ribbon Toolbar</li><li>• Advanced Tabs and Customization of Ribbon</li></ul> <p><b>Working with Text</b></p> <ul style="list-style-type: none"><li>• Indents and Tabs</li><li>• Line and Paragraph Spacing</li><li>• Lists</li><li>• Sort and Renumber a List</li><li>• Hyperlinks</li></ul> <p><b>Working with Pages and Paragraphs</b></p> <ul style="list-style-type: none"><li>• Headers, Footers, and Page Numbers</li><li>• Page Borders</li><li>• Watermarks</li><li>• Page Layout</li></ul> <p><b>Working with Tables</b></p> <ul style="list-style-type: none"><li>• Creating Tables</li><li>• Formatting Tables</li></ul>	<p><b>Adding Charts</b></p> <ul style="list-style-type: none"><li>• Creating Charts</li><li>• Formatting Charts</li><li>• Proofing Documents</li><li>• Spelling and Grammar</li></ul> <p><b>Working with Objects</b></p> <ul style="list-style-type: none"><li>• Adding Pictures</li><li>• Adding Shapes and SmartArt</li><li>• Modifying Objects</li></ul> <p><b>Performing a Mail Merge</b></p> <ul style="list-style-type: none"><li>• Using the Wizard</li><li>• Select Source Document</li><li>• Select Recipients</li><li>• Previewing the Document</li><li>• Completing the Merge</li></ul> <p><b>Printing Documents</b></p> <ul style="list-style-type: none"><li>• Proofing and Printing the Document</li></ul>
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<https://edu.gcfglobal.org/en/word2016/>

**Registration for this course with pre-payment is required:**

<https://iicanada.org/form/microsoft-word-intermediate>

**For more information, please email: [epb.crcprairies@iicanada.net](mailto:epb.crcprairies@iicanada.net), or call/text: Zull Punjani at 403-689-8584 or the EPB office at (403) 215-6200 Ext. 7039**