



Sunday February 14: Microsoft Word 2016 Intermediate

9:00 AM-3:00 PM BC, 10:00 AM-4:00 PM Alberta, 12:00 Noon-06:00 PM Eastern Time

On Line Via Zoom (Link will be sent to registered participants)

Fee for this Full Day Information Session is \$10.00

Participants will acquire Intermediate knowledge on how to effectively use MS WORD 2016

Course Outline

New Word 2016 Interface <ul style="list-style-type: none">• Quick access ribbon toolbar• Advanced tabs and customization of ribbon Working with Text <ul style="list-style-type: none">• Indents and Tabs• Line and Paragraph Spacing• Lists• Sort and Renumber a List• Hyperlinks Working with Pages and Paragraphs <ul style="list-style-type: none">• Headers, Footers and Page Numbers• Page Borders• Watermarks• Page Layout Working with Tables <ul style="list-style-type: none">• Creating Tables• Formatting Tables	Adding Charts <ul style="list-style-type: none">• Creating Charts• Formatting Charts• Proofing Documents• Spelling and Grammar Working with Objects <ul style="list-style-type: none">• Adding Pictures• Adding Shapes and SmartArt• Modifying Objects Performing a Mail Merge <ul style="list-style-type: none">• Using the Wizard• Select Source Document• Select Recipients• Preview the Document• Complete the Merge Printing Documents <ul style="list-style-type: none">• Proofing and Printing the Document
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Pre-Requirement for this course: Basic Knowledge of Microsoft Word

Please learn Microsoft Word Basic on line free class at

<https://edu.gcfglobal.org/en/word2016/>

Advanced Registration with Pre-Payment Required. Click on this link to Register

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

For more information and to register E-mail: epb.crcprairies@iicanada.net

Phone or Text: Zull Punjani 403-689-8584 or EPB office Message # (403) 215-6200 Ext. 7039

****Please visit the digital Al-Akbhar for more information****