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**Microsoft Word Basic for Mac Computers**

**Sunday August 08, 2021**

**Sunday Evening: (Class Time: 3:00 PM-7:30 PM BC-Pacific Standard Time, 4:00 PM-8:30 PM Alberta-Mountain Standard Time, 6:00 PM-10:30 PM Toronto -Eastern Time Zone)**

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

**Fee for this one evening information session is $10.00**

**Participants will acquire basic knowledge on how to effectively use Microsoft Word**

**Course Outline**

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| ***New Microsoft Word Interface***   * *Quick access ribbon toolbar* * *Advanced tabs and customization of ribbon*   ***Getting Started with Word***   * *Identify the Components of the Word Interface* * *Help* * *Editing a Document* * *Navigate and Select Text* * *Modify Text* * *Find and Replace Text*   ***Understanding and working with documents***   * *Creating and saving documents* * *Creating headers and footers*   ***Formatting Text and Paragraphs***   * *Apply Character Formatting* * *Align Text Using Tabs* * *Display Text as List Items* * *Apply Borders and Shading* * *Apply Styles* | ***Managing List***   * *Sort and Re-number a List* * *Insert Graphic Objects* * *Insert Symbols and Special Characters*   ***Controlling Page Appearance***   * *Apply a Page Border and Color* * *Add a Watermark* * *Add Headers and Footers* * *Control Page Layout*   ***Proofing a Document***   * *Check Spelling and Grammar* * *Other Proofing Tools*   ***Working with Styles***   * *Creating, Applying, and Modifying*   *Styles*   * *Using Building Blocks and Quick Parts* * *Inserting Quick Parts* * *Using the Building Blocks Organizer* * *Saving Quick Parts*   **Keyboard Shortcuts** |

**Free Online info**

[**https://edu.gcfglobal.org/en/office-for-macs/microsoft-365-for-mac-whats-different/1/**](https://edu.gcfglobal.org/en/office-for-macs/microsoft-365-for-mac-whats-different/1/)

[***https://www.youtube.com/watch?v=4S-GKOQ0uRM&list=PLUcoUA05nDcprR9wEx8JmHMaBeE\_FNCgA***](https://www.youtube.com/watch?v=4S-GKOQ0uRM&list=PLUcoUA05nDcprR9wEx8JmHMaBeE_FNCgA)

**Advanced Registration with Pre-Payment Required**

<https://iicanada.org/form/introduction-microsoft-word-mac-os> (Aug 08 second class)

**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\*\***