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**Microsoft Word Basic**

**Sunday August 08, 2021**

**9:00 AM-2:00 PM Pacific, 10:00 AM-3:00 PM MST, 12:00 Noon-5:00 PM Eastern Time**

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

**Fee for One Day 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*   ***Adding Tables***   * *Insert, Modify, Format a Table and Convert Text to a Table* | ***Managing List***   * *Sort and Renumber 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*   ***Templates***   * *Creating and Using a Template*   ***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* |

**Free Basic Computer Classes**

[**https://edu.gcfglobal.org/en/word2016/**](https://edu.gcfglobal.org/en/word2016/)

**Advanced Registration with Pre-Payment Required**

<https://iicanada.org/form/introduction-microsoft-word-basic> (Aug 08)

**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\*\***