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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*
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**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\*\***