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**Microsoft Word Intermediate**

**August 10-12-14: Tuesday – Thursday - Saturday**

**5:00 PM-7:00 PM BC, 06:00 PM-08:00 PM Alberta, 08:00 PM-10:00 PM Eastern Time**

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

**Fee for this three evenings Information Session is $10.00**

**Participants will acquire Intermediate knowledge on how to effectively use Microsoft WORD**

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| **New Microsoft Word Interface*** Quick access ribbon toolbar
* Advanced tabs and customization of ribbon

**Working with Text*** Indents and Tabs
* Line and Paragraph Spacing
* Lists
* Sort and Renumber a List
* Hyperlinks

**Working with Pages and Paragraphs*** Headers, Footers and Page Numbers
* Page Borders
* Watermarks
* Page Layout

**Working with Tables*** Creating Tables
* Formatting Tables
 | **Adding Charts**Creating ChartsFormatting ChartsProofing DocumentsSpelling and Grammar**Working with Objects**Adding PicturesAdding Shapes and SmartArtModifying Objects**Performing a Mail Merge**Using the Wizard Select Source DocumentSelect RecipientsPreview the DocumentComplete the Merge**Printing Documents**Proofing and Printing the Document |

 **Course Outline**

**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**

**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\*\***