

Word Essential 2013

Contents

1. Editing Text
2. Formatting Text
3. Using Paragraph Formatting
4. Formatting Pages
5. Working with Tables
6. Proofing Your Documents
7. Customizing Word
8. Illustrating Your Documents
9. Bulleted and Numbered Lists



Number of Participants

6 - 8

Persons

Training Period:

30 hrs.

3 hrs. x 10 days

Or

2 hrs. x 15 days

Program Structure

- Power point presentation,
- Real world examples,
- Participant's example welcome.

Recommended Participants

- Anyone with basic computer skills.
- No previous Word knowledge required.