

CT 216 - Microsoft Word 2 (Word2)

Course Description

Using step-by-step instructions, this seven-session course covers advanced features of Microsoft Word, the word processing program included in Microsoft Office. The features covered in this class are most often tested at staffing companies for various office jobs (administrative assistant, accounts payable and receivable, customer service). Upon completion of the course, students should feel comfortable with many of the word processing functions used in these jobs.

Prerequisite Class or Skills

PRC Word 1 class or basic Word skills – creating and saving documents, formatting text, copying and pasting, bullets and numbering, page breaks and tables

Learning Objectives

1. Saving a Word document as a previous version or as a PDF
2. Applying and modifying line and paragraph spacing
3. Applying and modifying tabs and indents
4. Using Mail Merge to create documents and labels for mass mailings
5. Adding and modifying pictures and shapes in a document
6. Creating columns in a document
7. Using Format Painter to copy formatting in a document
8. Using Track Changes to record modifications made by multiple people to the same document
9. How to automatically compare the differences of two documents
10. Using Document Inspector to check for hidden and personal information in a document
11. Creating and applying Styles
12. Creating and modifying Table of Contents
13. Using Section Breaks to format pages or sections of a document differently from the rest of the document

Length:

1 ½ hours per week for 7 weeks