



MICROSOFT WORD 2013 TRAINING

MONDAYS 1:00 – 4:30 PM

Session	Date	Topic Covered	Levels of Training	Seminar Price
Level 1 – Session 1	1/26/2016	Word Basics with Document Creation, AutoCorrect, Copy & Paste, Basic Editing, Creating a Business Letter	LEVEL 1 Both sessions \$125.00 + **FastCourse Text Book \$24.95	\$45 No book
Level 1 – Session 2	2/02/2016	Creating a Memo, Page Breaks Spell & Grammar, Paragraph Formatting, Indents, Tabs Bullets & Numbering, Tables and Forms		\$45 No book
Level 2 – Session 1	02/16/2016	Creating a Research Paper, Styles, Footnotes, Endnotes, Bibliographies, Templates, Creating a Brochure with Shapes, SmartArt and Page Backgrounds	LEVEL 2 Both sessions \$125.00 + **FastCourse Text Book \$24.95	\$45 No book
Level 2 – Session 2	2/23/2016	Creating a Newsletter with Columns, Images, Building Blocks, Themes, Mail Merge and Labels		\$45 No book
Level 3 Session 1	3/15/2016	Organizing Long Documents with Table of Content, Indexes, Cross References, Integration with Excel, PowerPoint and other Microsoft Products, Using Macros	LEVEL 3 Both sessions \$125.00 + **FastCourse Text Book \$24.95	\$45 No book
Level 3 – Session 2	3/22/2016	Collaborating and Tracking Changes in a Document, Highlighter, Sharing and Protecting Your Documents, Comments		\$45 No book
Advanced Users– Tips & Tricks	3/29/2016	Word Power Tips and Tricks for the Advanced User – Learning to Use the Software Effectively	\$55 Includes Handouts	

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INTERESTED IN WORD CERTIFICATION?

Microsoft Office Specialist (MOS) – Practice Exams & 1 Testing Voucher with Retake (Exam 77-418) add **\$175**

Word Expert MOS – Practice Exams & 2 Testing Voucher with Retake (Exams 77-425 & 77-426) add **\$295**

** Upgrade your Textbooks to Word 2013 Comprehensive with Microsoft Office 180 day Trial Software and Video library for an additional \$50!