

Department of Clinical Education presents

Advanced Word

Course Description

Microsoft Word is a word processing software program that provides the use with the tools to create a variety of documents. **This is an advanced level class for the individual who has been using Word to create long documents** and wants to learn the tools and techniques for creating more professional looking documents.

Course Objectives

Upon successful completion of the course, the participants should be able to:

- Create and Apply Styles.
- Create and Manage Templates.
- Use Mail Merge with Letters and Labels.
- Format Documents with Columns.
- Manage Long Documents
- Create a Table of Contents and Index
- Create Online Forms
- Use Word's "Tracking" features

Prerequisites

Participants should have taken Intermediate Word or have a strong knowledge of using word processing applications and a Windows environment. Some typing skills are desirable.

Instructor

Phyllis Sharum, Computer Training Educator

Times & Dates

- March 9, 2010; 8:30 am-12 pm

Location

- St. Joseph Hospital, Sister Frances Dunn Building, Classroom 6B – Computer Lab

Fees & Requirements

- No deposit required. **Open to St. Joseph Hospital Staff only.**
- Space is limited. Register early!

FAX (714-744-8580) or deliver Registration Form for Advanced Word – **March 9, 2010**

Name: _____ Address: _____ City/State/Zip: _____ Home Phone: _____	License #: _____ Organization: _____ Position/Unit: _____ Work Phone: _____
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