



Microsoft Word 365 – Part 1: Basics

Course Description: This course is intended for participants with a beginner understanding of Microsoft Word. Participants will gain efficiency in using some of Word’s features to create and manage professional looking documents.

Prerequisites: A beginner/ basic knowledge of and experience with Windows and Microsoft Word. **Access to the Microsoft Word desktop app is required for this course.**

Course Presenter: Izzy Perry

Course Content:

1. Review: Foundations

- Document Basics – open, save, print
- Templates
- Ribbon/Quick Access Toolbar

2. Formatting

- Fonts
- Margins
- Paragraphs
- Format Painter
- Borders and Shading
- Lists
- Watermarks
- Header/Footer
- Page Numbering

3. Proofing Tools

- Show/Hide
- Find, Replace, & Go To
- Spelling and Grammar: Editor
- Translate
- Read Aloud and Speak
- Navigation Pane

4. Tables, Charts and Graphics

- Pictures
- Shapes and Icons
- Tables
- Charts
- Text boxes
- SmartArt

Dates & Times *(Please Select Session Date/Time):*

Location: Online

<input type="checkbox"/>	05-Oct-2021 8:30 AM to 12:00 MDT	<input type="checkbox"/>	01-Dec-2021 8:30AM to 12:00 MDT
<input type="checkbox"/>	27-Oct-2021 8:30 AM to 12:00 MDT	<input type="checkbox"/>	14-Dec-2021 8:30AM to 12:00 MDT
<input type="checkbox"/>	09-Nov-2021 8:30 AM to 12:00 MDT		

LCA Members: \$ 145.00 (+GST); Non-Members \$ 199.00 (+GST)

Company: _____

Attendee(s): _____

E-mail/Phone: _____

Payment Type: Visa ____ Mastercard ____ Cheque ____ Invoice (Members Only) ____

Credit Card Number

Expiry Date

E-mail: lloydca3@telus.net

No refunds will be made after course link has been sent.