



## Microsoft Word 365 – Part 2: Intermediate

**Course Description:** This course is intended for participants with a basic to intermediate understanding of Microsoft Word. Participants will gain efficiency in using many of Word's more advanced features to create and manage professional looking documents.

**Prerequisites:** A basic to intermediate knowledge of and experience with Word. **Access to the Microsoft Word desktop app is required for this course.** New users should attend Word Part 1 (Basics) before taking this course.

**Course Presenter:** Izzy Perry

**Course Content:**

**1. Ribbon and Quick Access Toolbar**

- Customizing the ribbon
- Customizing the quick access toolbar

**2. Document Elements and Design**

- Themes and styles
- Sections and breaks
- Columns

**3. Create and Manage References**

- Table of contents
- Links
- Cross-references

**4. Collaboration**

- Track and review changes
- Comments
- Protect documents

**5. Forms**

- Creating a form
- Protecting forms

**6. Mail Merge**

- Merging documents

**7. Macros**

- Recording a macro
- Playing, editing, and deleting a macro

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

**Location: Online**

<input type="checkbox"/>	15-Feb-2022	8:30AM to 12:30PM MDT	<input type="checkbox"/>	15-Mar-2022	8:30AM to 12:30PM MDT
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**LCA Members: \$ 145.00 (+GST); Non-Members \$ 199.00 (+GST)**

Company: \_\_\_\_\_

Attendee(s): \_\_\_\_\_

E-mail/Phone: \_\_\_\_\_

Payment Type: Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ Cheque \_\_\_\_\_ Invoice (Members Only) \_\_\_\_\_

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Credit Card Number

\_\_\_\_\_

Expiry Date

**E-mail: [lloydca3@telus.net](mailto:lloydca3@telus.net)**

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