

MICROSOFT WORD COURSE: BEYOND THE BASICS



WEDNESDAY, JULY 30
11 AM – 12:30 PM PST
VIA ZOOM



Take your Word skills to the next level in this hands-on training session, presented by Microsoft Master Instructor JoLynn Rihn. Designed for users with basic experience, this course covers advanced formatting and style management. Learn to work efficiently with tables, customize shortcuts, and manage complex documents using styles and layout features.

LEARNING OBJECTIVES

- **Formatting and Styles:**
 - Outline Numbering, Table of Contents, Style Separator, locking a document's formatting, replacing styles, copying styles from one document to another, arranging styles in the ribbon, shortcut keys, Style Inspector, distinguishing formatting sources
- **Multi-section Page Numbering**
- **Tools:**
 - Cross-references, Footnotes, Mail Merge, Text wrapping, Assigning keyboard shortcuts to buttons, Find & Replace tips
- **Tables**