



Microsoft Word 2

Skill Level: Intermediate

Learn how to use the advanced features Microsoft Word program to further improve your efficiency and productivity. Microsoft Word will allow you to quickly create marketing campaign using the basics of labels, envelopes and mail merge.

You can also use Word as a desktop publisher to make newsletters and flyers, by using templates, borders, inserting pictures and more! This class is perfect for people wanting to fully utilize the functionality of this powerful program. Learn how these time-saving measures can mean additional profit to your business!

For this class a working knowledge of Microsoft Word or our Word 1 class is highly recommended.

Some of the things you will learn in this class:

- Tab Stops
- Tables - insert, edit, format, sort, etc.
- Headers/Footers & Page Numbers
- Mail Merge
- Envelopes & Labels
- Macros
- Insert /Edit Pictures & Clip Art
- Borders & Shading
- Textboxes
- Shapes
- And more

Whether you need classroom style training for your entire company, a group presentation or a one-on-one class, we have a class for you!

For questions or to schedule a class, call 231.631.7918 or email info@tctrainme.com.