Word Bootcamp

Learn essential Microsoft Word skills, from basic formatting and text editing to advanced features like mail merges and custom templates.

Group classes in NYC and onsite training is available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.com/classes/word-bootcamp

hello@nobledesktop.com • (212) 226-4149

Course Outline

This package includes these courses
- Microsoft Word Level I (6 Hours)
- Microsoft Word Level II (6 Hours)

Microsoft Word Level I

- Navigating through documents
- How to format documents
- Working with text and paragraphs
- Tables in Word
- Lists
- Endnotes, footnotes, and citations
- Adding Images to Word Documents

Microsoft Word Level II

- Manage and work with multiple documents efficiently
- Track changes and collaborate using comments and revision tools
- Apply advanced formatting techniques for professional documents
- Create and manage reference tables, including tables of contents and indexes
- Design forms and use mail merge to automate personalized communications
- Build and apply custom style sets and templates for consistent formatting