

# Word Bootcamp

Get trained in essential Microsoft Word skills, from the basics of formatting and working with text to advanced skills like mail merges and customizing templates.

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



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## 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

- Working with multiple documents
- Tracking changes
- Advanced formatting
- Reference tables
- Forms and mail merge
- Custom style sets and templates