COURSE SYLLABUS

Microsoft Word Bootcamp

Create and format Word documents, then develop advanced skills in styles, templates, mail merge, and tracked changes. Practice tables, images, and document collaboration.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/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

Learn to create and format Word documents, organize text and lists, and prepare documents for everyday business use.

Microsoft Word Level II

Build on Word fundamentals with styles, templates, mail merge, macros, and tools for more complex documents.