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MS Word (In-Home Training) 18 Hours

**Objective:** The objective of this course is to make the user proficient in using MS Word with all its functions

## Course Syllabus

Course covers several items including but not limited to the following

- Getting Started with Word
- Using the Ribbon
- Creating and Managing Documents
- Formatting documents
- Proofreading and editing
- Organizing documents: Working with Tables And Charts
- Adding simple Graphic Elements
- Preview Print and Distribute documents
- Document enhancements: diagrams, charts, watermarks and other visual elements
- Mail merge
- Collaborate on documents

## Cost of In-Home Training Courses

- **Cost** **\$2,569**

## Books and Supplies

- Textbook
- Workbook
- Windows 10 & Microsoft Office 2016 Learning CD
- Word 2016 Essentials Quick Reference Guide
- Typing Software
- Voice Recorder
- USB Drive
- Webcam
- 2 Pens
- 2 Pencils
- 1 Highlighter
- 1 Notepad

Instructor will meet the student in person on each session (100% In-Home) or provide online training (100% remote) or provide hybrid (in-home and online 60-40) blended training.

Cost mentioned herein is based on 100% onsite training some discount may be available for 60-40 In-home or 100% Remote. On some occasion additional charges may apply, ask for details.