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**MICROSOFT**

# Microsoft Word 2016 Intermediate Training

**Due to Covid-19 safety restrictions** PhoenixTS will temporarily be unable to provide food to our students who attend class at our Training Center; however, our Break Areas are **currently open** where students will find a constant supply of Coffee, Tea and Water. Students may bring their own lunch and snacks to eat in our breakrooms or at their seat in the classroom or eat out at one of the many nearby restaurants.

## Course Overview

This 1-day, instructor-led course is designed to teach you to use the more advanced tools and features of Microsoft Word. You will learn how to:

- Use Shapes, WordArt, and SmartArt
- Manage Documents
- Insert References and Hyperlinks
- Save and Share Documents

## Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 240-667-7757.

## Course Outline

### Shapes, WordArt, and SmartArt

- Shapes and text
- SmartArt



## Managing documents

- Custom themes
- Building blocks
- Section breaks
- Page backgrounds

## Styles

- Character styles
- Paragraph styles

## References and hyperlinks

- Reference notes
- Table of contents
- Hyperlinks

## Navigation and organization

- Navigating documents
- Master documents

## Saving and sharing documents

- Saving and sending
- Comments
- Protecting documents

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Starting at **\$299**

**ATTENTION**

For GSA pricing or Contractor quotes call  
[240.667.7757](tel:240.667.7757)

**GSA**



**Price Match Guarantee**

We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **Microsoft Word 2016 Intermediate Training**

- %day% instructor-led training
- Microsoft Word 2016 Intermediate Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class\*
- Tea, coffee and soda available throughout the day\*



**PhoenixTS**

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◦ Freshly baked cookies every afternoon\*