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MICROSOFT

Microsoft Word 2016 Introduction 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 about the tools and features of Microsoft Word 2016. You will learn how to:

- Create documents
- Format text
- Insert pictures, headers and footers
- Create and format tables

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

Fundamentals

- Getting around
- Creating documents
- Document views



Formatting

- Formatting characters
- Formatting paragraphs
- Quick Styles
- Making lists

Document setup

- Page layout
- Proofing documents
- Printing, headers, and footers
- Templates

Graphics

- Inserting pictures
- Formatting pictures
- Picture layout

Tables

- Creating tables
- Formatting tables

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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 Introduction Training**

- %day% instructor-led training
- Microsoft Word 2016 Introduction 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*
- Freshly baked cookies every afternoon*