COURSE SYLLABUS

# Word Bootcamp Online

Build your Microsoft Word skills from the ground up, covering everything from basic formatting and text editing to advanced features like mail merges and custom templates.

> Group classes (Live Online) and onsite training are available for this course. For more information, email partnerships@vdci.edu or visit: https://vdci.edu/courses/word-bootcamp-online



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## Course Outline

This package includes these courses

- Word Fundamentals Course Online (6 Hours)
- Word Intermediate Course Online (6 Hours)

### Word Fundamentals Course Online

Get a handle on the shortcuts and techniques that'll make you a more efficient Microsoft Word user. You'll learn how to tackle mass emails, clear up formatting issues, and work smarter with time-saving shortcuts, all without needing any prior experience with Word.

- Navigating and organizing documents
- Formatting and managing text, paragraphs, and entire documents
- Inserting and formatting tables
- Creating and managing lists
- Using endnotes, footnotes, and citations
- Inserting and editing images in Word documents

### Word Intermediate Course Online

Strengthen your Microsoft Word skills with this training and learn how to automate repetitive tasks, build custom styles and templates, and manage lengthy documents with confidence. You'll walk away with a more efficient, streamlined approach to everything you already do in Word.

- Work across multiple documents efficiently without losing momentum
- Track changes and team up with others using comments and revision tools
- Apply advanced formatting techniques for documents that look polished and professional
- Set up and manage reference tables, including tables of contents and indexes
- Design forms and put mail merge to work for automated, personalized communications

- Build and apply custom style sets and templates to keep your formatting consistent every time