Perfect Love Training Course

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| Course Info 5:30 – 7:30 pm  Tues, Wed, Fri Phone 267-414-6186 Email 4perfectlove1111@gmail.com Office Location 2033 Midland Beaver Rd  Industry, PA 15052 Course Hours 180 hours | Catalog Description An overview of the production of Word documents, tables and graphics Prerequisites Basic computer and keyboarding skills recommended Instructional Goals and Purposes The purpose of this course is to teach participants/trainees to identify Word terminology and concepts, create technical documents, format, edit and print documents, and use simple tools and utilities   * Keyboard Hours per Week: 1.5 hours * Lab and Presentation Hours per Week: 30 hours  Learning Outcomes  * Launch Word and navigate the editing screen * Create and edit a Word document * Use the proofing tools * Apply character formatting and themes * Set and modify tab stops * Format paragraphs * Preview and print a document * Print envelopes and labels * Work with columns, pictures, diagrams, and charts * Create basic tables * Use templates and wizards * Compare and merge documents * Integrate Word with other office applications * Customize tables * Work with multipage documents * Create custom styles and control pagination * Use the mail merge wizard * Sort text and tables * Use other mail merge features * Create and modify document references * Work with drawing objects and graphics * Work with large documents * Use online forms * Integrate Word documents with internet |

**Additional Information**

Laptops will be provided. Masks and social distancing will be followed per CDC guidelines