

# Microsoft Word Course Online

Learn essential Microsoft Word skills, from basic formatting and text editing to advanced features like mail merges and custom templates.

For more information, visit  
<https://cl.nobledesktop.com/tech/courses/word-bootcamp>



## Course Outline

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This package includes these courses

- Microsoft Word Level I Course Online (6 Hours)
- Microsoft Word Level II Course Online (6 Hours)

### Microsoft Word Level I Course Online

- Navigating through documents
- How to format documents
- Working with text and paragraphs
- Tables in Word
- Lists
- Endnotes, footnotes, and citations
- Adding Images to Word Documents

### Microsoft Word Level II Course Online

- Manage and work with multiple documents efficiently
- Track changes and collaborate using comments and revision tools
- Apply advanced formatting techniques for professional documents
- Create and manage reference tables, including tables of contents and indexes
- Design forms and use mail merge to automate personalized communications
- Build and apply custom style sets and templates for consistent formatting