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MICROSOFT

Microsoft Word 2016 Advanced 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 advanced skills for power users of Microsoft Word 2016. You will learn:

- Advanced formatting
- Advanced document management
- Using references
- Creating mailings
- Creating and using macros and forms

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

Advanced formatting

- Tables and charts
- Creating building blocks



- Linking text

Advanced document management

- Configuring Word options
- Working with templates
- Tracking and reviewing changes

Using references

- Internal references
- Indexing
- Citing external sources

Creating mailings

- Recipient lists
- Performing mail merges
- Envelopes and labels

Macros and forms

- Macros
- Forms

Appendix A: Internationalization and accessibility

- Internationalization
- Managing accessibility in 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 Advanced Training**

- %day% instructor-led training
- Microsoft Word 2016 Advanced 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*