

WCTC | CORPORATE TRAINING CENTER AND HARTFORD AREA DEVELOPMENT CORPORATION

Microsoft Word Level 2



October 20 & 27, 2020
8:30 am to 12:30 pm
Hartford Police Department
Sherger Hall
109 N. Main St., Hartford
\$209 per participant

This training is for individuals looking to expand their Microsoft Word skill set. It will introduce intermediate uses and features of the program using the Word 2019 & 365 versions. Topics covered:

- Creating a newsletter - using themes and styles, cover pages, and customizing templates
- Long documents - formatting, navigating, create a table of contents and index, adding headers and footers
- Collaborating in Word - adding comments, reviewing track changes, lock or unlock tracking, saving and sending files

REGISTER Online at <https://hadc.org/ctc-training/>
Registration deadline: October 13
Contact Nichole Liesener at 262.695.7828

MORE INFO 10 participants must be registered to facilitate this program. **Participants will need to bring a laptop with a version of Microsoft Word and WIFI connectivity capability**

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800 Main Street, Pewaukee, WI 53072
www.wctc.edu/ctc

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