



# Microsoft® Word

NOV 13 - NOV 15  
MUSKOGEE  
CAMPUS

**ADVANCED - FOR THE EXPERIENCED USER**

**NOV 13, 14 & 15 | 4:30PM - 6:30PM | \$97, materials included | Building C, Computer Lab | 2403 N. 41<sup>st</sup> Street East, MSK**

### **Deep Dive into Word**

While the exam is not part of this course, the information maps to Microsoft Office Specialist (MOS) objectives for the Word 2016 exam. Topics covered:

- \* Advanced formatting
- \* Advanced document management
- \* Using References
- \* Mailings
- \* Macros and forms & More

**Prerequisites:** Need to have taken ICTC's Word 1 and Word 2 and/or be an experienced user of Word. Participants are encouraged to bring projects from work to complete in a structured training environment. Work while you learn!

Register today!



**Email [April.Murelio@ictctech.com](mailto:April.Murelio@ictctech.com) or call 918-348-7945 today to register**

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