Perfect Love Training Course

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| Course Info5:30 – 7:30 pmTues, Wed, FriPhone267-414-6186Email4perfectlove1111@gmail.comOffice Location2033 Midland Beaver RdIndustry, PA 15052Course Hours180 hours | Catalog DescriptionAn overview of the production of Word documents, tables and graphicsPrerequisitesBasic computer and keyboarding skills recommendedInstructional Goals and PurposesThe 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
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**Additional Information**

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