



Business & Technical Training College

“Put your FUTURE in GOOD Hands”

BTT will work with every student to develop their skills, to make them job ready. BTT classes are small therefore you will receive more personalized attention from the instructor.

Microsoft Office Word 2010 Level I – Essentials Training

Students will learn to use the most widely used features of Microsoft Word 2010. This course will be a good foundation before getting into more advanced features.

- Creating a Word Document
- Editing a Word Document
- Formatting text in a Word Document
- Formatting Paragraph in a Word Document
- Inserting Tables in a Word Document
- Inserting Special characters and Graphical Objects
- Controlling the Appearance of the Pages in a Word Document
- Controlling the Appearance of the Pages in a Word Document
- Proofreading a Word Document

.....more detailed outline is available, please e-mail or call!

Pre-requisites: Microsoft Office Word Level II – Intermediate Training

Certificate Offered: Certificate

Training Methods: Instructor – led classes, Instructor demonstrates all topics with hands-on scenarios

One – To - One session can be arranged

For Schedule: Call or e-mail

Registration can be done after office hours, any day / evening

Business & Technical Training College

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