



## 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 II – Intermediate Training

This course is for students who want to learn to use the most widely used features of Microsoft Word 2010 at an intermediate. It will provide a good foundation before getting into more advanced features.

- Customizing Tables and Charts
- Creating Customized Formats with Styles and Themes
- Modifying Pictures
- Creating Customized Graphic Elements
- Inserting Content Using Quick Parts
- Controlling Text Flow
- Using Templates to Automate Document Creation
- Automating the Mail Merge

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

**Pre-requisites:** Microsoft Office Word Essentials – Level I or equivalent experience

**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

150 Eglinton Ave East Suite 402 (Free parking evenings & weekends)

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