



**Western
Technical College**
BUSINESS AND
INDUSTRY SERVICES

MS WORD TRAINING LEVEL 1-3

For more info, contact John at 608-343-5566 or
zimprichj@westernnc.edu

Microsoft Word - Level 1 (Beginner)

This course is for users familiar with text input basics, aiming to enhance text appearance. The course covers formatting techniques including line spacing, formatting, margins, page numbering, headers, footers, bullets, and graphics insertion. Learn to work more proficiently with everyday tasks.

Microsoft Word - Level 2 (Intermediate)

This course emphasizes tabs, paragraph indents, table creation, style utilization, and multi-column text formatting. It provides essential skills for more effective document creation and formatting. Ideal for users seeking to maximize their efficiency with Microsoft Word.

Microsoft Word - Level 3 (Advanced)

This course is designed for users eager to elevate their document creation skills. From mastering mail merge and creating dynamic table of contents to efficiently comparing documents using redline features, this course empowers participants to accomplish more with their documents.

Company: _____

Name: _____ Phone: _____

E-Mail: _____ # of Participants: _____

Campus: Black River Falls Independence La Crosse Mauston Tomah Viroqua