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* **Mail Merge**
* **Managing Address List**
* **Effective Data Sources**
* **Generating Envelopes**
* **Inserting Section Breaks**
* **Formatting WordArt Object, Pictures, and Clip Art**
* **Sizing, rotating, and moving images**
* **Cropping images**
* **Setting up columns**
* **Creating custom building blocks**
* **Using themes and style sets**
* **Inserting drop caps**
* **Using Zoom Controls**
* **Working with templates**
* **Working with shapes**
* **Formatting page background**
* **Working with forms**
* **Creating Table of Contents**
* **Working with Multiple Headers and Footers**
* **Creating Index**
* **Formatting Text with Styles**
* **Navigating Pane**

**April 12th & 13th**

**6:00 pm – 9:00 pm**

**CTC Training Center**

**5330 Transport Blvd.**

**Columbus, GA 31907**

**COURSE CONTENT INCLUDES:**

**This course will provide you with the confidence, knowledge, and skills to work more efficiently in your day-to-day operation and be more of an asset in the workforce.**

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**$79/person**

**Book & Material Provided**



**WORD LEVEL II**

For more information or to register,

call Deana Beauford at **706-649-1454**

or email [**dbeauford@columbustech.edu**](mailto:dbeauford@columbustech.edu)