



FOR MORE INFORMATION CONTACT

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<b>WORD – INTRODUCTION</b> <i>Shortcuts/Tabs/Outline Paragraphs</i>	<b>WORD – INTERMEDIATE</b> <i>Tables/Templates/Mail Merge</i>	<b>WORD – ADVANCED</b> <i>Styles/Forms/Graphics</i>
<b>INTRODUCTION</b>	<b>TEMPLATES</b>	<b>WORKING W/LARGE DOCUMENTS</b>
<input type="checkbox"/> Change Default Settings ( <i>ie. Font</i> )	<input type="checkbox"/> Create a New Template	<input type="checkbox"/> Create Styles
<input type="checkbox"/> Customize the Toolbars	<input type="checkbox"/> Modify or Delete a Template	<input type="checkbox"/> Format using Styles
		<input type="checkbox"/> Create a Table of Contents
<b>EDITING A DOCUMENT</b>	<b>TABLES</b>	<input type="checkbox"/> Header/Footers
<input type="checkbox"/> Highlight Text Quickly to Modify	<input type="checkbox"/> Create a Table	<input type="checkbox"/> Footnotes and Endnotes
<input type="checkbox"/> “The List of 12” Format Options	<input type="checkbox"/> Adjust Column Width & Row Height	
<input type="checkbox"/> Set Margins	<input type="checkbox"/> Merge and Split Cells	<b>PRODUCTIVITY TOOLS</b>
	<input type="checkbox"/> Insert & Delete Rows/Columns	<input type="checkbox"/> An Introduction to Macros
<b>FORMATTING PARAGRAPHS</b>	<input type="checkbox"/> Align and Rotate Text	<input type="checkbox"/> Create a Printed Form
<input type="checkbox"/> Create Indented Paragraphs	<input type="checkbox"/> Use the Tables and Borders Toolbar	<input type="checkbox"/> Create an Online Form
<input type="checkbox"/> Create Numbered Paragraphs	<input type="checkbox"/> Borders & Shading	<input type="checkbox"/> Save Forms as Templates
<input type="checkbox"/> Create Bulleted Lists	<input type="checkbox"/> Create a Simple Form	<input type="checkbox"/> Create AutoText
<input type="checkbox"/> Create Outline Paragraphs		
<b>CHECKING THE SPELLING &amp; GRAMMAR</b>	<b>MAIL MERGE</b>	<b>CREATE GRAPHICS AND TEXT BOXES</b>
<input type="checkbox"/> Use Spellcheck	<input type="checkbox"/> Create the Data Source ( <i>using Excel</i> )	<input type="checkbox"/> Insert Graphics
<input type="checkbox"/> Use Quick Spellcheck	<input type="checkbox"/> Create Letters & Mailing Labels	<input type="checkbox"/> Work with Text Boxes
	<input type="checkbox"/> Merge the Documents	<input type="checkbox"/> Wrap Graphics