



## Computer Teach Pro

39 Great Neck Rd

Great Neck, NY 11021

Phone: 800.401.7849, 516.773.9847, 212.598.1090 Fax: 516.706.0820

email: [info@ComputerTeachPro.com](mailto:info@ComputerTeachPro.com)

web: [www.ComputerTeachPro.com](http://www.ComputerTeachPro.com)

### Microsoft Word for Business Level 1 (Basics) Objectives ( 3 hours recommended training time)

Microsoft Word Professional for Legal and Business – Level 1 is perfect for the legal or business professional who would like to start using the higher functions of the Word program to create more professional and useful documents. Microsoft Word Professional for Legal and Business – Level 1 teaches the essentials for using templates, creating sections and page breaks, headers and footers, charting and bullets and numbering. Mail Merge is essential for business today and will make any office more efficient. Microsoft Word Professional for Legal and Business – Level 1 will get you ready for the even higher functions of Microsoft Word Professional for Legal and Business – Level 2.

#### Templates

1. Using a Template
2. Creating Custom Templates
3. Saving Templates

#### Using Delineation Tools

1. Using Section Breaks
2. Using Page Breaks

#### Headers and Footers

1. Creating Headers and Footers
2. Editing Headers and Footers

#### Bullets and Numbering

1. Creating and Using Custom Bullets
2. Creating and Using Custom Numbering

#### Mailings and Mail Merge

1. Creating Envelopes and Labels
2. Using the Mail Merge Wizard
3. Using Mail Merge to Write a Letter
4. Performing a Manual Merge

#### Tables

1. Inserting a Table
2. Editing Tables
3. Formatting Tables

#### Charts

1. Creating Charts
2. Importing Charts
3. Editing Charts

Classes can be taken at our school in Great Neck, your business or your home.

We can provide training laptops for classes at your location.