



Microsoft Word Public Workshops

Word 2016 Part 1 - June 27, 2017



Target Trainee:

This course is intended for trainees who want to learn basic Word 2016 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for

improving the appearance and accuracy of document content.

Word 2016 Part 2 - July 25, 2017

Target trainee:

This course is designed for trainees who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.

Word 2016 Part 3 - August 29, 2017

Target trainee:

This course is intended for trainees who want to use advanced capabilities in Word, including image manipulation, collaboration and revision tracking, cross-referencing and linking, document security, forms, and process automation through macros.

Time: 8:30 am - 4:30 pm
Location: Butler CC - Andover Campus
Investment: \$179*

**Cost includes e-book*

Register here: <http://www.butlercc.edu/info/201090/business-education--and--training-analysis-beta/671/microsoft-excel-training>



At BETA, our public training workshops are chosen to appeal to people working in a wide range of industries and occupations. These are often half-day and full-day workshops, but some are multi-day classes.

- Leadership
- Project Management
- Professional Development
- Supervisor/Management
- Online Classes
- Technical Skills

For more information about individual training or group classes please contact BETA at:

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