

## **Word 2010 Intermediate**

**Modality: On Demand**

**Duration: 3 Hours**

Microsoft Word is a program everyone has to use and many often hate. Mastering Microsoft Word is the easiest way to ensure that you stand out in an organization because it elevates every report, document, and memo you create. It even helps you get job opportunities by helping you create resumes that instantly wow employers. This course goes in-depth into the powerful features of Microsoft Word which allow professionals to create stunning documents, flyers, resumes, letters, reports, and much more. See how Word helps you write in a way that is pleasing to read.

### **Course Outline:**