

# Microsoft WORD Beyond the Basics

## One Hour at a Time

### Live Training

Dates: Thursdays starting, April 4 , 2019  
(See Attached Schedule)

Time: 2:00 — 3:00 PM MST

Location: Your Site Using Your Computer!

1– 10 Students:                 \$175/person

**OR PAY ONE PRICE FOR MULTIPLE STUDENTS AND SAVE!**

Up to 20 Students:             \$2000

Up to 40 Students:             \$3000

Up to 60 Students:             \$4000

Up to 100 Students             \$5500

Price is for all  
10 sessions!

- ☉ Live training using Zoom (a web-based, easy to use free program). Each are recorded in case you miss one!
- ☉ All you need is a computer with internet access, speakers/headphones, or dial in to listen. Webcam and mic are optional.
- ☉ Price Includes **TEN** Lessons—One hour per week plus a manual.
- ☉ Exercises are given as homework to practice.
- ☉ The first lesson is a review of the basics and includes tons of tips!

Register today!

780-940-6772

joanne@knowitsooner.com

www.knowitsooner.com

  
**Know it Sooner**  
Computer Training

**Word Beyond the Basics  
Live Webinar Schedule**

**Time of Session is from 2:00 PM—3:00 PM MST**

**All sessions are recorded so you can watch it later if the time doesn't work!**

<b>Session Number</b>	<b>Date</b>	<b>Topic</b>
1	April 4, 2019	Review of Basics, Tips and Tricks
2	April 11	Autotext and Autocorrect, Toolbars
3	April 18	Styles and Table of Contents
4	April 25	Advanced Automatic Numbering
5	May 2	Tables and Borders
6	May 9	Mail Merge
7	May 16	Sections
8	May 23	Comparing Documents, Track Changes
9	May 30	Working with Pictures, Columns
10	Jun 6	Review, Q&A