



Microsoft Office Word 2010

"Work with Ease"

Training by Georgiann

Hands on Class Room Training for

North Orange County Community College District



Wednesday, November 5, 2014, 3:30 p.m. – 6:30 p.m., Cypress College, TLC

**Tuesday, November 18, 2014, 9:00 a.m. – 12:00 noon, Anaheim Campus,
Staff Development Lab, room 307**

*Learn to **Work with Ease** with **Advanced Word 2010 training class***

In this **Advanced** Word 2010 training class, you will learn the following:

- * Create Templates
- * Insert tab: Cover Page, Blank Page and Page Break
- * Create & Edit Tables, including Moving around a Table and Table Tools: contextual tabs: Design and Layout
- * Mail Merge
- * Working with Images: Arrange and Wrap text



*Georgiann is an instructor for LACCD (Los Angeles Community College District), Economic & Workforce Development Department . . . She is a certified **Microsoft Office Specialist** and has completed the **Certified Technical Trainer (CTT+)** courses. Georgiann has over **15 years experience** in the IT industry and has worked in a variety of industries. She provides corporate training, private coaching, business services and has planned and led transition/upgrade trainings on new software.*

*Georgiann looks forward to showing you how to **"Work with Ease" on Word 2010!***