

## **Microsoft Word (Part 2)**

**Microsoft Word Advanced – 3 hrs. 19 min.**

In this course, you will learn advanced features of the Microsoft Office 2013 Word interface. Documents are a necessity in business as well as other fields, take your word processing skills to the next level with instruction in working with multi page documents, using templates and applying themes and styles. Learn how to use Mail Merge, create hyperlinks to websites and other documents. Gain knowledge in advanced illustration features and learn how to insert other file formats into Word documents.