



Microsoft 365 Word Basics

Course Overview

\$219

This Microsoft Word course aims to provide inexperienced users with the skills needed to create, edit, and print professional-looking documents using text, tables, lists and pictures and cover simple mail merge. Emphasis is placed on developing accurate and well-designed documents.

The course begins by showing you how to navigate around Microsoft Word. It then quickly gets you to create a new document before moving onto features such as text manipulation and enhancement, creating and using tabs and tables, managing lists, and adding graphics.

Prerequisite:

No pre-requisites required

Textbook:

Course materials are provided

7 Hours - Offered Online or In-Person

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2025F CEMA 125

October 10, 2025

Friday | 8:30am - 4:00pm

In-Person | Prince George Campus

Registration recommended by

October 2, 2025

Please register before the recommended date as courses under-enrolled as of this date may be cancelled. Registrations after this date will be accepted if space is available.

Ready to Register?

Request for [Registration Online Form](#);
and/or [Sponsor an Employee Form](#)

FOR MORE INFORMATION:

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