Student Technology Training: Advanced Microsoft Word

Advanced Microsoft Word training will cover the following topics:

- Performing a Mail Merge
  - Creating the Document
  - Choosing Recipients
  - Using the Mail Merge Wizard
  - Using the Ribbon to Perform a Merge
  - Previewing, Editing, and Printing the Document
- Advanced Document Design
- Using Macros in Word
  - Recording and Testing Macros

(Requested Topics if Time Permits)
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