

Unleash Word – Become a Power User

with

Bonnie Dasher-Andersen

Tuesday, August 9th – 9:00 AM to 4:30 PM

Registration deadline – July 28th

This eye opening workshop will take you beyond everyday creating and saving documents. During this workshop you will become a power user and take advantage of features that will increase your “Word IQ”. Participants must be proficient users of Word and able to create, save, format and modify documents. Topics covered will include:

Organizing and formatting documents.

Learn how to add headers, footers, modify bullet lists and manage paragraph spacing. Become familiar with creating a form, table of contents, and an index.

Inserting page breaks and section breaks.

Become familiar with commands to manually start a new page and organize documents into segments and format them individually.

Working with styles and templates.

Have you ever wondered what these are and what they can do for you? Learn how to manage document formatting using saved styles and document templates to create re-useable documents quickly and easily. Automate reformatting quickly and easily.

Using tables.

Use a variety of tools to create, edit and format tables as a way of effectively organizing information in a document.

Becoming familiar with power tools and tips.

Learn a selection of Word features such as customizing the Quick Access toolbar, keyboard shortcuts, SmartArt, and enabling track changes.

Bonnie Dasher-Andersen is a certified Microsoft Word trainer over 25 years’ experience as an IT specialist. She is known for her thorough and entertaining training style. Laugh and learn!

A detailed handout will be supplied to all participants.

This hands-on workshop will require that you to bring a laptop with Word 2010, 2013 or 2016. If you do not have a laptop, you should be willing to look on with another participant. You will be introduced to a tool and then practice with an example. Bring your questions!

Cost: \$149 (includes welcome coffee, handout, light lunch & snacks).

Location: The Farmhouse at High Reach Farm, Danville, VT

Directions: Visit www.highreachfarm.com & click “Directions” under Downloads on the right.

Registration for Unleashing the Power of Word

Name	
Phone	Day:
	Evening:
Address	
City, State, Zip Code	
Email	

Method of Payment
Workshop cost is \$149 & includes a handout & a light lunch.
Business Name:
<input type="checkbox"/> Check (Enclosed) Made payable to The Farmhouse
<input type="checkbox"/> PayPal
Access PayPal and make a deposit to sterry@highreachfarm.com .
I have deposited \$_____ into PayPal account
<input type="checkbox"/> Credit Card
<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
Card Number:
Expiration Date:
Name on Card:
Security Code (on back of card):

**Print this form & mail to: High Reach Farm, 2847 Tampico Road, Danville, VT 05828 OR
Scan this form and attach it to an email addressed to: sterry@highreachfarm.com**