

Syllabus  
Word  
Thursdays at 6:30pm  
3/1, 3/22, 4/5, 4/19, 5/3, 5/17

- 3/1/18*      **Session 1: Word Part 1**  
Video: Word 2013 Essential Training  
Watch video up to 7. Creating Bulleted and Numbered List.
- 03/22/18*      **Session 2: Word Part 2**  
Video: Word 2013 Essential Training  
Watch video up to Conclusion
- 04/05/18*      **Session 3: Templates**  
Video: Word 2013 Templates in Depth
- 04/19/18*      **Session 4: Styles in Depth Part 1**  
Video: Word 2013: Styles in Depth  
Watch videos up to 4. Editing Styles
- 05/03/18*      **Session 5: Styles in Depth Part 2**  
Video: Word Styles in Depth  
Watch video up to Conclusion
- 05/17/18*      **Session 6: Word Quick Tips**  
Video: Word Quick Tips

Watch videos before coming to session on your own time.

Access lynda go to [www.evergreenparklibrary.org](http://www.evergreenparklibrary.org), Research-Online Resources- Click L and find Lynda.com

Any questions email Jessica Ramos

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