

# MICROSOFT WORD 2 COURSE



## Sign Up Today!

Microsoft Word 2 is an intermediate-level course designed for users who have a basic understanding of Microsoft Word and wish to enhance their skills. This course will cover advanced features and functionalities that will enable participants to create professional documents with efficiency and precision.

### Course Objectives:

- Enhance formatting skills, including styles, themes, and templates.
- Utilize advanced table functions, including nested tables and table styles.
- Master document collaboration tools, including comments, track changes, and version history.
- Learn to utilize macros for automating repetitive tasks.
- And much more!



January 28th, 2026



9:00 AM to 4:00 PM



**There are only 10 spots available.**  
To register please see the link below or contact  
[Training@phl.org](mailto:Training@phl.org)

**Please click [here](#) to registration form  
for Microsoft Courses**