

MICROSOFT WORD 3 COURSE



Sign Up Today!

Learn how to create complex documents, automate tasks with macros, and design professional templates. Whether you're preparing for a certification, enhancing your productivity, or aiming to stand out in the workplace, this course will equip you with the expertise to handle a Word challenge with confidence.

Course Objectives:

- Advanced formatting and styles
- Mail merge and automation
- Collaboration tools (track changes, comments, version control)
- Creating and managing templates
- Mastering long documents (table of contents, indexes, references)



February 11, 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

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