

Word Mastery III: Professional Reports



Start Date: 5/15/2024 1:00 PM

End Date: 5/15/2024 3:00 PM

In this powerful session, you'll discover everything you need to produce professional reports in a fraction of the time it used to take! Learn how to use Styles to instantly format your documents, lickety-split! Find out how to create Tables of Contents with just a couple of clicks. Unlock the more advanced features of Word to create Footnotes, caption your photos, create indexes, cover pages, and much more! Make life easier on yourself and take this class now.