



## Student Practice 3.4

**Objective: Format text.**

**Instructions: Make format changes to the following text by matching to the text in the Student Guide.**

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### Training Objectives

To educate clients; teach them how to maximize their use of Excel and MS Word. To build stronger client relationships, and to remain competitive

### Targeted Customers

#### Microsoft Word

The training focus would be on any user who wants to learn the basics and/or advanced features of MS Word. Two class levels would be developed: basic and advanced.

#### Excel

**Billing Staff:** The training will focus primarily on Billing personnel, as they are the ones who need to understand how to setup billing procedures and reporting guidelines.

**Office Staff:** The training includes how to enter/update time, expenses, run daily/weekly time reports, and use shortcuts/advanced features to increase productivity.

### Types of Training

Public instructor-led training sessions  
On-site training as requested by client