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