

# MICROSOFT WORD LEVEL TWO

This workshop builds on foundational word processing skills to give participants a deeper understanding of Microsoft Word. By the end, you'll have the confidence to use Word effectively in O365 or on Windows and Mac.

As the second level in the Word Series, the session focuses on content management and consistency. You'll learn how to streamline formatting, improve navigation, and enhance collaboration.

Topics include:

- Creating and applying Styles for consistent formatting
- Managing Pagination and Section Breaks
- Using advanced Review features for editing and collaboration

Whether preparing reports, guides, or shared documents, this workshop will help you produce polished, professional content with ease.

**NOVEMBER 1, 2025**  
**8:00 - 11:00 AM**

**FEE: \$10 PER SESSION**

DOROTHY INGRAM LEARNING CENTER  
670 E. CARNEGIE DRIVE, SAN BERNARDINO, CA 92408



SCAN THE QR  
CODE OR VISIT THE  
LINK TO ENROLL



[wsbcss.org/MicrosoftOffice/](https://wsbcss.org/MicrosoftOffice/)  
(909) 252-4572  
[ROP@sbcss.net](mailto:ROP@sbcss.net)