**MS Office Word Descriptions**

Microsoft Word Level 100

Get started by learning to navigate Word, make impactful documents, and review your content with ease.

Objectives:

• Navigate the Word interface and view available options.

• Use rich formatting and layout options to express ideas in writing.

• Understand how to jump-start documents with modern templates, themes, and style sets.

• Use editing tools to review your document and get intelligent suggestions.

• Learn to share files to quickly invite others to edit or view your document

Microsoft Word Level 200

Take a dive into the intermediate features of Word

Objectives:

• Navigate and Architecture of ribbons

• Comparing/merging documents

• Creating and formatting a Table of Contents

• Leaving comments and suggestions

• Document translation

• Mail merge

Microsoft Excel Office Hours

Come join our Microsoft Trainers in Word Office Hours where we will answer pre-submitted questions using this form: [Maine DHHS Word Office Hours Question Submission Form](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2FPages%2FResponsePage.aspx%3Fid%3Dv4j5cvGGr0GRqy180BHbR0ZXQzuHN05NuP9mVIcTxxdUOU1TME1ROUtaVzFXWE4wQkdXRlU4STJTUC4u&data=04%7C01%7CBonnie.Tracy%40maine.gov%7Cba38c56a111a443321c808d9bb32cba2%7C413fa8ab207d4b629bcdea1a8f2f864e%7C0%7C0%7C637746649118732664%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=vDujxYge8xq9YDf57qaAGgclmnJHyk2c9wQVQrr17dE%3D&reserved=0). There will also be time for open Q&A for anyone who has questions about Microsoft Word.