

# Using Word for Technical Writing

Do you suddenly have to write a manual using MS Word?

Are your documents becoming difficult to work with?

Want to reduce time spent formatting and reformatting your documents?

If you answered yes to these questions, this class will help you develop the skills you need to use MS Word to its best advantage.

## Using MS Word for Technical Writing

MS Word is a powerful tool but problems can arise when working with long complex documents if it's not used correctly. This one day class teaches you how to avoid those problems and how to harness the power of Word.

In this class, you will learn how to:

- Create, use and modify styles
- Create, use and modify a template
- Customize your setup
- Insert symbols, pictures, and Excel data
- Create your own dictionary
- Manage automatic numbering
- Use tables effectively
- Create table of contents, indexes, and cross references

This class is intended for those who are:

- New to writing long documents in Word
- Familiar with MS Word but new to using it as a collaborative tool

## Registration

See [www.radcomservices.com](http://www.radcomservices.com) or call 330-650-4777 x221 for more information and to register.

## Cost and Class Information

- Cost is \$325 per student and per class.
- Class size will range from a minimum of 3 to a maximum of 10.
- Classes run from 9:00 AM to 4:00 PM with a one-hour break for lunch. Feel free to network with your fellow students at a variety of restaurants located nearby.

## Radcom Training

Radcom strives to provide high-quality training to the technical communications and instructional design professions. We focus on the tools and skills needed by our peers in the industry.