

MICROSOFT WORD

BASIC WORKSHOP

Monday, May 15, 2023
12:30 pm – 2:30 pm

These **Virtual** 5 session workshops are suitable for anyone who aspires to learn Microsoft Word! You need a computer and a secure internet connection to attend these sessions.

You will learn:

- Introduction to Windows OS
- Basic hardware components, settings & organizing files
- Introduction to web searching using multiple internet browsers
- Microsoft Word
 - Basic Page Formatting
 - Fonts & Text
 - Basic Text Boxes and Shapes
 - Basic Graphics & Tables
 - Editing & Proof Reading
- Printing, Saving & Organizing

Session 1:

Monday, May 15, 2023

Session 2:

Monday, May 29, 2023

Session 3:

Monday, June 5, 2023

Session 4:

Monday, June 12, 2023

Session 5:

Monday, June 19, 2023



REGISTER CLICK HERE

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Shine On