

Introductory Microsoft Word

Now Enrolling!

Online **or** in person class options available.

Class Description

The successful student will learn to perform basic Word skills including creating, saving, revising, formatting and printing documents. In addition, the student will learn to perform intermediate tasks such as building and formatting a table of contents, a bibliography, footnoting, headers, footers, and more.

Program Description

This class is part of a series designed for students with minimal computer experience. Each class will feature training in one key application of the Microsoft Office Suite including a class for each of the following: Word, Excel, Outlook, and PowerPoint. These classes are designed to be taken independently of each other. The student may begin with any class in the series and may take the classes in any order.

Topics Covered

- Microsoft Windows 10
- Microsoft Word 2019
- Keyboarding
 - Typing
 - Data Entry

Expected Student Outcomes

- Achieve competency in Word 2019
- Improve Typing and Data Entry Speed and Accuracy
- Demonstrate Excellent Attendance and Punctuality

Led by Experienced MOS Specialist Master Instructor

Visit www.cprf.org/programs/sact to view our current class schedule.