

Step 4: Microsoft Word

Course Type: Adult Community Learning

Location: City Centre Campus

Microsoft Word is a popular word processing program that allows you to create documents such as letters, brochures, CVs, reports etc.

This FREE 5-hour workshop will be run in a small, friendly, tutor-led group and is suitable for anyone looking to improve their word processing skills – not suitable for complete beginners.

During the workshop you will learn:

- Creating, editing and saving a document
- Creating folders
- Formatting text and paragraphs
- Cut/copy/paste
- How to check spelling
- Inserting images, tables etc.

Where can I find out more information?

If you have any queries, please ring Adult Community Learning Tel: 01225 328822