



Basic Microsoft Word

Learn the basic concepts required to produce simple business documents.

Learn How To:

- Add, move through, and edit text
- Move words from one part of a document to another
- Work on two or more documents simultaneously
- Change the size or appearance of text
- Change margins and tab settings
- Automatically center, right align, justify, and indent text
- Run the integrated grammar and spelling checker
- Use the thesaurus
- Save, retrieve, copy, organize, & print documents
- Open and save email documents



2-day class

Tuesday, March 27

Thursday, March 29

5:30pm—8:30pm

Only \$49 for 6 hours!



REGISTER BY PHONE OR IN PERSON:

ADULT LEARNING CENTER OSCEOLA

2320 NEW BEGINNINGS ROAD

KISSIMMEE, FL 34744

407-518-8140

WWW.ALCO.OSCEOLA.K12.FL.US

