

WORD LEVEL I

COURSE CONTENT INCLUDES:

- View Windows
- Open Documents
- Access Toolbar
- Navigate, scroll bar and keyboard
- Save & Close Documents
- Define letter styles
- Insert text
- Edit text
- Copy & Move text
- Switch between documents

May 6th & 8th
6:00 pm – 9:00 pm
5330 Transport Blvd.
Columbus, GA 31907

\$79/person
Book & Material Provided

This course will provide you with the confidence, knowledge and skills to work more efficiently in your day-to-day operation and be more of an asset in the workforce.



For more information or to register,
call Deana Beauford at **706-649-1454**
or email dbeauford@columbustech.edu

