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* **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**

**April 10th & 11th**

**6:00 pm – 9:00 pm**

**5330 Transport Blvd.**

**Columbus, GA 31907**

**COURSE CONTENT INCLUDES:**

**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.**

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**$79/person**

**Book & Material Provided**



**WORD LEVEL I**

For more information or to register,

call Deana Beauford at **706-649-1454**

or email [**dbeauford@columbustech.edu**](mailto:dbeauford@columbustech.edu)