



Microsoft Word 1

Skill Level: Basic

Word processing is an invaluable tool when using the computer. Microsoft Word becomes your typewriter letting you create letters, faxes, flyers, signs, books and much more! Learn how to enter data, format text, align text, page numbers, printing and saving. We cover the basic skill set for using a Word Processor.

For this class a basic knowledge of computers or our Intro to Computer class is needed. Microsoft Word is used, but skills can be applied to other word processors or email.

Some of the things you will learn in this class:

- How to create documents (letters, faxes, flyers, etc.)
- Menus & Toolbars
- Open, close, save, navigate and edit documents
- Formatting - text type/size, bold, use colors, tabs, etc.
- Alignment of text & objects
- Spell & Grammar check
- Page setup/appearance
- Cut, Copy & Paste
- How to do Research
- Page Numbers
- Saving correctly
- Printing
- And more!

Whether you need classroom style training for your entire company, a group presentation or a one-on-one class, we have a class for you!

For questions or to schedule a class, call 231.631.7918 or email info@tctrainme.com.