



Free Course! Yes, FREE!
Course: Microsoft Word Part 1
When: **06/21/2023 8am-4pm**
Where: 2915 Commers Dr Suite 500,
Eagan, MN 55121

Learning Objectives for this course:

- Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- Format text and paragraphs.
- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.
- Create and format tables.
- Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.
- Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

*If you have a client looking to enroll, please have them reach out to info@nhworkforcesolutions.com
(651)287-9950*

*** Please note the 06/21/2023 is the only date in which it is offered for free (normally \$295)*