

Microsoft Word

This course will provide interactive instruction for individuals seeking to learn and examine word processing concepts while exploring the Microsoft Office Word environment.

Course topics include:

- Create a new document.
- Open, save and print a document.
- Edit and format text.
- Change the page layout, background and borders.
- Insert headers and footers.
- Insert and edit tables.
- Insert clip art and pictures to documents.
- Perform a mail merge.
- Share and review shared document files.

Students will need to bring a flash drive each night of class to save projects.

Classes will be held Monday & Wednesday from 4:30 p.m. to 7:30 p.m. in the Jeff Tech IT Academy.

Course Code: 315

Course Length: 6 hours

Course & Supply Costs: \$149.00

Class Dates: TBD

[CLICK HERE REGISTER AND PAY ONLINE](#)

Classes are filled on a first come first serve basis.

Please contact the Adult Education Office by phone at 814-201-9837 or email to mnbundy@jefftech.edu for additional information.

As always, Thank you for choosing Jeff Tech!