

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 Tuesday & Thursday from 5:00 p.m. to 8:00 p.m. in the Jeff Tech IT Academy.

Course Code: 315

Course Length: 6 hours

Course & Supply Costs: \$129.00

Class Dates: Fall 2019

You can register and pay for the class using a credit card online with the Online Registration and Payment system or, for those individuals that do not wish to pay online, print and complete the Evening School Application and submit the application and payment to Jeff Tech via US mail or in person at the school office. Classes are filled on a first come first serve basis.

[CLICK HERE REGISTER AND PAY ONLINE](#)

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

As always, Thank you for choosing Jeff Tech!