



INTRODUCTION TO MICROSOFT WORD



Join our beginning class on how to use Microsoft's MS Word program. Get a better understanding of how to use this common document creation software. Learn basic terminology, the ribbon, navigation, creating and editing documents, formatting and printing documents, and more.

This workshop has everything you need to get started on the path to effective document creation!

- Learn terminology
- Navigation
- Creating documents
- Editing documents
- Formatting
- Printing
- And more...

NEXT WORKSHOP:

Date: **TBD**
Time: **TBD**
Cost: **FREE**

Register: www.thesmartcenter.biz, [Resources](#), [Events](#)



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