



Workforce Development Center

MICROSOFT
WORD

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**LEVEL
1**

**LEVEL
2**

**CLASS MEETS TWO-HALF DAY SESSIONS
8:00 AM TO 12:00 PM**

Wednesday, March 13, 2019
Thursday, March 14, 2019

Wednesday, May 8, 2019
Thursday, May 9, 2019

Topics include using the new Ribbon interface, quick text settings, printing, using proofreading tools, creating bulleted and numbered lists, adding graphics, and page settings.

**CLASS MEETS TWO-HALF DAY SESSIONS
8:00 AM TO 12:00 PM**

Wednesday, April 10, 2019
Thursday, April 11, 2019

Wednesday, June 12, 2019
Thursday, June 13, 2019

Topics include working with Mail Merge, columns, document themes, style sets, templates, and forms.

