

Microsoft Word/Mac

This course builds on basic word processing skills for people ready for an intermediate level of word processing. Students use *Microsoft Word* for more features to enhance any document. They navigate its many menus, bars and buttons. They manage files, open/close multiple documents simultaneously, and copy and move text between documents. They customize tab and margin settings, use advanced formatting skills, are exposed to print properties, and save files to various locations. They use built-in Help: Auto Correct & Complete, Spelling & Grammar Check, and Thesaurus. (4 Sessions)

Prerequisite: *Word Processing Basics/Mac* or equivalent

Cost: \$40 members, \$45 non-members

Register by: Wednesday Noon of the week before the course begins