

Word Processing Basics/Win

This course reviews and applies the concepts introduced in the course, *Intro to Computers*. Students use *WordPad* to learn to create, edit, save and open files. They learn formatting features including alignment, font types, and font styles (bold, italic, underline and color) to improve the appearance of a document. Other topics introduced include use of the Ribbon and Copy/Cut and Paste text.

(2 Sessions)

Prerequisite: *Intro to Computers/Win* or equivalent

Cost: \$20 members, \$25 non-members

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