

MS Word Workshop

1. This is an introductory workshop.
2. Open MS Word and review window.
 - Title Bar
 - Quick Access Tool Bar
 - Ribbon and Tabs
3. Create a new document.
4. Save a document.
5. Type and format text.
6. Adjust page margins.
7. Insert a picture or graphic.
8. Insert a table
9. Check spelling.
10. Print.

Limited Seating

Call 285-1116

