

Basic Microsoft Word Class

Part 1

Topics include:

- Opening Microsoft Word
- Creating a new document
- Typing and deleting text
- Moving the cursor
- Saving a document
- Printing a document
- Editing techniques (including cut/copy/paste)
- Undoing changes
- Closing Microsoft Word
- Opening a saved document
- Using a flash drive

Part 2

Topics include:

- Opening Microsoft Word *(review)*
- Opening a saved document *(review)*
- Cutting/copying/pasting *(review)*
- Changing text attributes (bold, italicize, underline)
- Formatting font and text
- Undoing changes *(review)*
- Spell check
- Inserting pictures
- Adjusting line spacing
- Saving a document *(review)*
- Closing Microsoft Word *(review)*

Keyboard and Mouse Skills REQUIRED.

Space is limited. Registration is required.

Register at the Brookfield Public Library Adult Reference Desk:

(262) 782-4140, option 1.

11/15/2017

Brookfield Public Library 2018

Learn how to use Microsoft Word 2013

This class is taught in TWO 1-hour sessions. **Please sign up for a Part 1 and a Part 2.**

February 1	Thursday	2-3:00pm	Part 1
February 8	Thursday	2-3:00pm	Part 2
April 23	Monday	2-3:00pm	Part 1
April 30	Monday	2-3:00pm	Part 2
June 21	Thursday	7-8:00pm	Part 1
June 28	Thursday	7-8:00pm	Part 2
August 20	Monday	10-11:00am	Part 1
August 27	Monday	10-11:00am	Part 2
October 19	Friday	2-3:00pm	Part 1
October 26	Friday	2-3:00pm	Part 2

All of our hands on computer classes are taught on laptop computers provided by the Library. We attach external mice to the computers for your convenience.

We are using WORD 2013.

If you have never used a computer before, we encourage you to start our classes with the Basic Computer Class.

**CLASS SIZE LIMITED. REGISTRATION REQUIRED.
Call the Adult Reference Desk for more information and to
register. 262-782-4140, option 1**