



Introduction to Microsoft Word I

Explore Microsoft Word

through hands-on interactive sessions.

Intended for individuals who want to understand word processing and document preparation using a Windows environment.

Prerequisite: Introduction to Microsoft Office or equivalent experience.

Topics include:

- creating
- editing
- formatting
- printing

Class Times

Session 1: January 19, 21, 26, 28
Wednesdays & Fridays @ 1 - 3 pm

-or-

Session 2: February 8, 10, 15, 17
Tuesdays & Thursdays @ 1 - 3 pm

-or-

Session 3: February 22, 24, March 1, 3
Tuesdays & Thursdays @ 6 - 8 pm

-or-

Session 4: April 2, 9, 16, 19
Saturdays & Tuesday @ 10 pm - 12 noon

**Register at the Reference Desk
or call (716)433-5935, ext. 3**

Participants will be considered students in the Learning Pathways Program at Niagara County Community College.

Participants will receive a certificate at the completion of the course and NCCC will keep a permanent record of coursework completed.



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January 2011: Session 1						
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February 2011: Session 2						
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February & March 2011: Session 3						
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April 2011: Session 4						
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