MICROSOFT WORD BASIC COURSE

Sign Up Today!

The Microsoft Word 365 Basic course is designed to give you a solid foundation in the essentials of Word within the Microsoft 365 environment, whether you're new to the program or just need a refresher.

In this course, we will cover key topics including:

- Microsoft Word Beginner
- Learn the basics of Word
- The Ribbon
- Customizing the Ribbon
- Inserting Tables, Charts, Graphs, Pictures, Videos
- Headers and footers
- Font and Paragraph Options

Wednesday, May 14

9:00 AM to 4:00 PM

There are only 10 spots available. Supervisor Approval needed. To register, scan the QR code, access the link or contact Training@phl.org