



INTRO TO WORD CLASS

This class is designed to introduce you to Microsoft Word, a word processing application. It covers an introduction to the application and how to perform common tasks through the use of menus and toolbars.

The class includes a demonstration of the application and its basic features, along with guidance on how to maneuver through the menus and toolbars. Includes step-by-step instructions on how to create and edit documents.

The class is free of charge and designed for all library users *new* to personal computing.



CLASS INFORMATION

- WHEN:** Weekdays, weeknights, and weekend classes are available. Check at the Technology Hub for available times.
- WHERE:** The Hoover Public Library Training Center (Administrative level)
- LENGTH:** Approximately 3 hours including a break (optional 1-hour lab)
- WHO:** Individuals at least 12 years of age, children under the age of 12 must be accompanied by an adult and must be able to read.

**Class size is limited. Reservations required.
Sign up at the Technology Hub or call 444-7747.**

