



Hoover Public Library Computer Classes

Basics of Microsoft *Word*

PREREQUISITES:

- Intro. to Personal Computing

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.

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

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 sentence and paragraph formatting, setting tabs, creating tables, setting margins, and printing documents.

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

Basics of Microsoft *Word* is a two-part class.
In order to get the most out of this class, sure to sign up for **both** parts.

CLASS INFORMATION

WHEN: Weekdays, weeknights, and weekend classes when available.
Check at the Technology Hub for available times.

WHERE: The Hoover Public Library Training Center (Administrative level)

LENGTH: Each class meeting is approximately 3 hours, including a break.

WHO: Children under the age of 12 must be accompanied by an adult and must be able to read.