

Microsoft Word 101






For PC users, not Mac's

Have you struggled with basic use of Word?

In less than two hours, you can learn –

- The tabs on your ribbon you will use the most (others you can learn later)
- Set paper size, margins, indents , font size and style
- How to center, or make double space, and more
- What are all those tabs at the top of my screen?
- Or, if the top ribbon is NOT, on, why not?
- How do I use **bold**, *italic*, underline, ~~striketrough~~, **color** and **highlight**?
- What is that tab that looks like ¶? And why do I need to know this?
- How do I add symbols, like ©,—®, or dozens more?
- How do I save my work so I don't lose it? What is Auto Save?
- Where does it go when I save it? Hard drive, One Drive, Dropbox, Flash drive
- What is the difference between Headings and a header and footer?
- And more – if time allows like split screens, attaching a document, printing.

What to do?

- Bring your laptop  (and cord if your computer will not last two hours)  ,
- your mouse -not this one  this one  (unless you are really good with the pad.)
- A flash drive (if you have one).
- **A half page of anything typed in Word.** (Assuming you can find your Word) saved on your computer- NOT printed out.
-  \$20.00 cash or check to Joanne Tailele

Dates: **Sunday Nov. 3 – 1:00 – 3:00 pm** or **Monday Nov. 4 – 1:00 – 3:00 pm**

Where: Joanne's condo - 1346 Mainsail Dr. #1323, Naples, FL 34145

From Collier Blvd. Mainsail is the 1st street on left after you cross the bridge going OFF the island
In Fairways II, 2nd set of low rises **on right** after the entrance to highrises (Hammock Bay)
Those are the peach colored buidings. Turn right at 3rd drive. Park anywhere but in the carports.
Unit 1323 is on 2nd floor, directly across from 3rd parking entrance.

Do I need to reserve a spot? **YES. Max class size is 4 students each day.** (Same class both days)

Call or email Joanne to reserve a spot. 239-784-2637 or joanne.tailele@gmail.com

Bottled water and Diet Coke provided. If you want something else, bring your own.