

Improve your Microsoft Word skills!



Do you need help with some of the basics of
Microsoft Word?



Join us at our upcoming **FREE** Microsoft Word Skills Class.

You can expect to learn how to:

- *Open, close, and save new or existing documents
- *Identify and use toolbars/menus
- *Use 'Save As' to name and file documents
- *Format documents and align text
- *Identify file extensions and associated programs used to open them, such as: pdf, xls, doc
- *Use 'Print Preview' and 'Print'
- *Cut, copy, and paste
- *Edit

All sessions are located at the Burnsville WorkForce Center, room 205.

The course meets on the following dates and runs from
1:30 p.m.—3:30 p.m.

April 25* April 27* May 2* May 4*

***When you register, you are registering for this class series (4 classes).**

To register*, please call the Burnsville WorkForce Center at
952-703-3100 or register online at:

<http://mn.gov/deed/job-seekers/workforce-centers/workshops/>

*Individuals needing an accommodation to attend this event should contact 952-703-3100.

