

Free Course FACE TO FACE

# Intro to MS Word

(EXT.0027 TH21)



## WHEN

October 9, 16, & 23

1:00 pm to 4:00 pm

## WHERE:

In person –

Thompson Campus

Room #325

55 UCN Dr.

## REGISTER TODAY!



(204) 627-8500

+1(866) 627-8500 (EXT 3) toll-free



[ceregistration@ucn.ca](mailto:ceregistration@ucn.ca)

The Registration Form can be found at [ucn.ca/cis](http://ucn.ca/cis)



MASKS ARE MANDATORY

## Tech Training for Everyone!

This 9-hour course is for beginners with little to no computer experience. Led by a live qualified instructor, you will learn via hands-on practice, discussion and lecture style presentations.

### Participants will learn:

- Learn to create and save documents.
- Cut, copy and paste text and images.
- Learn to format text.
- Proof and print documents.
- Work within multiple documents.
- View documents side by side.
- Use templates to create different types of documents.

This course is suitable for beginners.

**100% FREE | Limited spots available! Register before October 1, 2021 at 4:00 pm to secure a spot!**