

TECHMB  **FREE ONLINE COURSE:**

Intro to MS Word (EXT 0027 SR32)



INSTRUCTOR:

Donalda Gale

WHEN:

April 27, 28 & 29

1:00 pm -4:00 pm

WHERE:

Online - via Zoom

A link to the virtual classroom will be emailed upon registration.

REGISTER TODAY!



Contact: Lindsay Cook
(204) 734-4419



lcook@ucn.ca

NOTE - In accordance with public health guidelines, classes will be taught online.

REQUIREMENTS -

Participants must have:

- An email address & access to Zoom.
- Completed the Intro to Zoom course or have knowledge of Zoom

Tech Training For Everyone!

This 9 hour course is for beginners with little to no computer experience. Led by a qualified instructor, you will learn via hands-on practice, classroom 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 April 20th at 4:00 pm to secure your spot.

NOTE - Students MUST take this intro course in order to register into further Tech MB courses delivered via Zoom

TECHMB 

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