

# Microsoft Word for Beginners - Bloomington

[Program Room 2C](#)

Tuesday, March 26, 2013 | 2:00 pm - 4:00 pm

In this class patrons will learn how to open Microsoft Word, how to create and save a new document, how to setup formatting (font/paragraph/alignment), how to make lists, how to make tables, and much more. Just the basic functions of Word will be explored so this class is intended for patrons with minimal or no experience with Microsoft Word. There will also be time for patrons to ask specific questions about Word. Patrons registering for this course should have basic computer skills or have taken the computer basics class offered by the library.

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**Presenter:**

Austin Stroud

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