

# Getting Started with MS Word – *In Person!*



**This is a 3-hour, in person, hands on workshop**

**Participants will:**

- Learn how to create, save, open, close, edit, format and print documents
- Create folders, format text, practice cut, copy & paste functions
- Develop the confidence to create/edit letters and resumes

To register contact your local AJC office or sign up online

[CThires.com](http://CThires.com)

Danielson AJC – 860-774-4077

Montville – 860-848-5240

Willimantic – 860-450-7603

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