

MICROSOFT WORD 4-WEEK TRAINING COURSE



Learn how to modify font

Create page layouts & design documents

Set up tables & charts

Use editing tools correctly and effectively

Learn the basic skills needed to properly navigate Microsoft Word for work, school or personal use. Develop a base of knowledge that will help you to modify text, design pages, create objects within a document and use review tools.

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SCHEDULE YOUR PRE-COURSE ASSESSMENT NOW Contact Melody at 519.944.4900 ext. 150 or mnowack@uhc.ca WWW.UHC.CA





