

# Basic Microsoft Word Class

## Part 1

### Topics include:

- Opening Microsoft Word
- Creating a new document
- Typing and deleting text
- Moving the cursor
- Saving a document
- Printing a document
- Editing techniques (including cut/copy/paste)
- Undoing changes
- Closing Microsoft Word
- Opening a saved document
- Using a flash drive

## Part 2

### Topics include:

- Opening Microsoft Word *(review)*
- Opening a saved document *(review)*
- Cutting/copying/pasting *(review)*
- Changing text attributes (bold, italicize, underline)
- Formatting font and text
- Undoing changes *(review)*
- Spell check
- Inserting pictures
- Adjusting line spacing
- Saving a document *(review)*
- Closing Microsoft Word *(review)*

## Keyboard and Mouse Skills REQUIRED.

Space is limited. Registration is required.

Register at the Brookfield Public Library Adult Reference Desk:

(262) 782-4140, option 1.

11/4/2016

# Brookfield Public Library 2017

## Learn how to use Microsoft Word 2013

This class is taught in TWO 1-hour sessions. **Please sign up for a Part 1 and a Part 2.**

|            |           |            |        |
|------------|-----------|------------|--------|
| February 1 | Wednesday | 2-3:00pm   | Part 1 |
| February 8 | Wednesday | 2-3:00pm   | Part 2 |
| April 18   | Tuesday   | 10-11:00am | Part 1 |
| April 25   | Tuesday   | 10-11:00am | Part 2 |
| June 22    | Thursday  | 7-8:00pm   | Part 1 |
| June 29    | Thursday  | 7-8:00pm   | Part 2 |
| August 7   | Monday    | 10-11:00am | Part 1 |
| August 14  | Monday    | 10-11:00am | Part 2 |
| October 20 | Friday    | 2-3:00pm   | Part 1 |
| October 27 | Friday    | 2-3:00pm   | Part 2 |

**All of our hands on computer classes are taught on laptop computers provided by the Library. We attach external mice to the computers for your convenience.**

**We are using WORD 2013.**

**If you have never used a computer before, we encourage you to start our classes with the Basic Computer Class.**

**CLASS SIZE LIMITED. REGISTRATION REQUIRED.  
Call the Adult Reference Desk for more information and to  
register. 262-782-4140, option 1**