

Microsoft WORD Level 1

One Hour at a Time

Live Training

Dates: Wednesdays starting, May 1, 2019
(See Attached Schedule)

Time: 1:00 — 2:00 PM MST

Location: Your Site Using Your Computer!

1– 10 Students: \$99/person

OR PAY ONE PRICE FOR MULTIPLE STUDENTS AND SAVE!

Up to 20 Students: \$1500

Up to 40 Students: \$2500

Up to 60 Students: \$3000

Up to 100 Students \$4000

Price is for all
6 sessions!

- ☉ Live training using Zoom (a web-based, easy to use free program). Each are recorded in case you miss one!
- ☉ All you need is a computer with internet access, speakers/headphones, or dial in to listen. Webcam and mic are optional.
- ☉ Price Includes **SIX** Lessons—One hour per week plus a manual.
- ☉ Exercises are given as homework to practice.

Register today!

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Know it Sooner
Computer Training

**Word Level 1
Live Webinar Schedule**

Time of Session is from 1:00 PM—2:00 PM MST

All sessions are recorded so you can watch it later if the time doesn't work!

Session Number	Date	Topic
1	May 1, 2019	Getting Started, Formatting, Fonts, Alignment, Page Breaks, Copy/Paste
2	May 8	Headers/Footers, Line Spacing, Bullets and Automatic Numbering
3	May 15	Tabs
4	May 22	Margins, Page Setup
5	May 29	Indents
6	June 5	Review and Q&A