



Office Computer Class

Microsoft Word 2010

**Casa Blanca Library
2985 Madison St.**

To register please call 951-351-6190

Learn Microsoft Word 2007/2010 in 2 easy 4-hour sessions

- Lesson 1: Getting Familiar with Microsoft Word 2010 for Windows
- Lesson 2: Microsoft Word 2010 Basic Features
- Lesson 3: More Basic Features
- Lesson 4: Formatting Paragraphs and Working with Styles
- Lesson 5: Adding Bullets and Numbers, Undoing and Redoing, Setting Page Layouts and Printing Documents



**Casa Blanca Library Computer Lab
Classes are on Saturday's
10:30 - 3:00 PM
Break 12:00 - 12:30
December 4 & 11
2985 Madison St.
Riverside, Ca. 92504**

This class is for students 10 years old and over and for adults who need additional training.

Prerequisites:

Should be familiar with basic computer operation and terminology.
Some Microsoft Office experience helpful.



(951) 351.6190
Contact us today

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<http://www.smartiverside.org>

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