



Learn the Basics of Microsoft Word 2010!

Please join us on Tuesday April 23, 2013 at 6 pm.

Wayne County Community College, 21000 Northline Rd, Taylor, MI 48180

If you have a laptop with MS Word 2010 please bring it to the meeting (don't forget to charge the battery).

Handouts will be provided. Cost is \$10.

Topics covered:

- **Opening a new document or a current document**
- **Ribbon Menus and Tabs**
- **Convert a document to Word 2010.**
- **Define and plan a document layout.**
- **Set up the layout.**
- **Switch between documents.**
- **View documents side-by-side.**
- **Select & Copy text from one document to another.**
- **Paste Text.**
- **Apply font changes and style.**
- **Insert images.**
- **Add and format numbered and bulleted lists.**
- **Adjust indent levels of lists.**
- **Save a Document.**
- **Examine various printing options.**
- **Questions & Answer**

To attend the **Downriver Chapter Microsoft Word Basic Training**, please make your draft/check payable to *Downriver Chapter of Credit Unions*, and send to:

Tracy Aloisi

Alliance Catholic CU
4 Park Lane, Suite 140
Dearborn, MI 48126

Phone: (313) 291-7060 ext. 1111 Fax: (313) 429-5400

Number of Participants _____ x \$10 = _____ (amount enclosed)

Credit Union _____