

BASIC COMPUTER CLASS

- Log into the computer
- Creating a New Document
- Saving a Document
- Formatting Text
- Cutting, Copy & Pasting Text
- Using Spell Check
- Closing a Document
- Printing a Document
- Exiting Microsoft Word



Tuesday, Nov. 24 OR Dec. 22 OR Jan. 26

2:00 - 4:00

**Hennepin South WorkForce Center
Computer Lab**

**To register
Call (952) 346-4028**

**Knowledge of keyboarding and mouse skills
are required**

Please allow 10-15 minutes for check in and membership cards.

Presented by:
Mary Gerber, Rehabilitation Services

Pat Thiewes, Hennepin South WorkForce Center
Limited enrollment rev. 8/21/09