

Department of Clinical Education presents

Introduction to Word

**Course Description**

Microsoft Word is a word processing software program that provides the use with the tools to create a variety of professional looking documents. This class is an introduction to word processing **for beginners who have very limited or no experience using a word processing program.**

**Course Objectives**

Upon successful completion of the course, the participants should be able to:

- Use the “menu”, “toolbar” and “shortcut” keys.
- Create, edit and save documents.
- Move, copy and paste text.
- Demonstrate selection techniques.
- Format a document.
- Understand basic tips and tricks.

**Prerequisites**

Introduction to Windows, a basic understanding of the mouse, menu and Windows environment, and some typing skills are desirable.

Instructor

Phyllis Sharum, Computer Training Educator  
Times & Dates

- Jan 12; 8:30am – 12:00pm

**Location**

- St. Joseph Hospital, Sister Frances Dunn Building, Classroom 6B – Computer Lab

**Fees & Requirements**

- No deposit required. **Open to St. Joseph Hospital Staff only.**
- Space is limited. Register early!

FAX (714-744-8580) or deliver Registration Form for Intermediate Word–Jan 12, 2010

Name: \_\_\_\_\_

License #: \_\_\_\_\_

Address: \_\_\_\_\_

Organization: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Position/Unit: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_