



Collier Campus

Microsoft WORD

This 4-week class will offer you a hands-on introduction to Microsoft Word. Focus will be placed on:

- Understanding Word Fundamentals
- Editing and Formatting Text
- Enhancing Documents
- Working with Graphic Objects.
- Included will also be several sub topics that will encompass a complete feeling for the use of MS Word

Date: Coming Soon – Check back for date and time

Time:

Cost: \$120.00

Requirements:

- Flash/jump drive 1 GB or higher
- This class requires basic PC experience

Instructor: Angeli Chin

Location: Edison State College, Collier Campus – J Building

Register today!

Advance registration and payment is required
For registration form/information, call 239-732-3128
OR download form at www.edison.edu/collier/ce

Requests for refund **one week** prior to the first class meeting will be granted. If you have a Higher One card through Edison the refund will be transferred to your Higher One Account. Due to the short-term nature of most Continuing Education programs, refunds will not be granted on or after the first class meeting. By submission of this form you are stating that you accept our refund policy.