Beginning Word

This is a two-hour class that will show you how to use the basics of the "Word" word processing program that is part of Microsoft Office 2016.

The class will be held in the computer lab at the Small Business Development Center in downtown Grants Pass.

We will discuss the differences between word processing and type writing.

We will review the basic layout of the Word display on the screen and explain as many of the "buttons" on the screen that you will need to use.

We will create a sample document. In this document we will adjust margins, line spacing, change fonts and font sizes. We will change font colors.

We will copy text and/or photographs from an internet source and place it in the sample document.

We will insert photographs and then move the photographs around within the document. We will change the size of the photograph.

We will save the document as a file on a removable memory device.