

Word for Government Works

This hands-on workshop highlights how features in Word can help with the creation of letters, reports, and documents, along with tips and tricks that make these tasks easier.

Instructor: David Cornell, MAI, CAE, Certified Microsoft Instructor,
Certified Excel Expert

Date: Friday, July 28 (a.m.)

Location: Coral North (Tax Commission)

Hours: 4

Notes: This workshop will require a minimum of 10 students.

This course will begin at 8:30 a.m.

Students will receive a flash drive to take home with the workshop exercises and additional exercises for practice.