

Word 201



For Loveland Public Library

What You Will Gain From This Class

BY THE END OF THIS curriculum, you will have an understanding of some of the following (time permitting):

- Paragraph alignment & margin settings
- Using tab stops in a paragraph & indenting text using tabs
- Using bulleted or numbered lists
- Apply borders and shading to paragraphs
- Make repetitive edits automatically
- Apply repetitive formatting changes automatically
- Using Word styles

Full Length Classes Available in Fort Collins!

READY TO CONTINUE YOUR TRAINING?

enjoy **30%** off

YOUR NEXT CLASS

USE CODE: **LL30**

Related class offerings include: Introductory Classes, Microsoft Office Suite, Digital Marketing, and more!

Some restrictions apply. Offer only available for public classes and cannot be applied to previous class registrations.
Subject to DWC registration restrictions or changes.

FOR CLASS OFFERINGS & DESCRIPTIONS

Visit: www.digitalworkshopcenter.com

Phone: 970.980.8091

Email: info@digitalworkshopcenter.com



CONTACT US TO LEARN MORE ABOUT:

- CLASSES
- CERTIFICATE PROGRAMS
- PAYMENT PLANS
- WORKFORCE CENTER FUNDING
- VA FUNDING