

Introduction to

# Microsoft Word



A free online course which will allow you to understand the many different functions of Microsoft Word including how to alter fonts, text size and text spacing, how to insert and edit images, how to choose and work with layouts, understand the toolbars and lots more!

**This three week course begins on Wednesday 5<sup>th</sup> August 2020,  
9.30am - 11.30am**

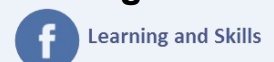
You will access the course via Google Classroom and Learning & Skills' Padlet. Access to a smart device and the internet are essential. Access to a printer is not essential but beneficial.

**Booking is essential. For more information please contact Learning & Skills:**

**CALL/TEXT:** 07932 869325

**EMAIL:** [l&s@darlington.gov.uk](mailto:l&s@darlington.gov.uk)

**WEB:** [www.darlington.gov.uk/learningandskills](http://www.darlington.gov.uk/learningandskills)



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