HVAC & Metals Institute

Computers –Word level 1

Course Requirements:

Basic computer skills.

Course Description:

Word is a computer program used to create, edit and produce text documents. Word processing programs help to create professional-quality documents that allow you to format text, correct errors, and preview your work before you print it. You start by creating a document, open other documents, and be able to navigate between them. You will learn how to insert and delete text, move and copy text, and insert pictures and objects into documents.

Schedule :

- October 28th 5:00pm – 8:00pm