



Beginners Microsoft Word 2016

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This is a hands-on training class. You will learn very basic Word functionalities to get you familiar with Word document. (This class assumes that you know how to use mouse and keyboarding, and have very basic computer knowledge)

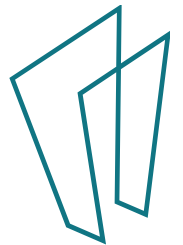


What is Microsoft Word?

Microsoft Word or **MS-WORD** (often called **Word**) is a graphical **word** processing program that users can type with. It is made by the computer company **Microsoft**. The purpose of the **MS Word** is to allow the users to type and save documents. Similar to other **word** processors, it has helpful tools to make documents.

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https://simple.wikipedia.org/wiki/Microsoft_Word

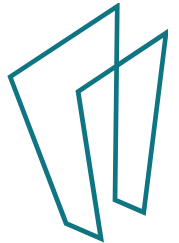


Word 2016 Helpful Links

To learn more

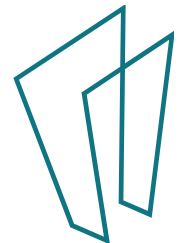
- <http://skokielibrary.info/resources/online-training-tutorials/>
- <https://www.lynda.com/portal/patron?org=skokielibrary.info>

(Log-in with your SPL card number or create an account if you are a first time user. Then search “Word 2016” classes.)



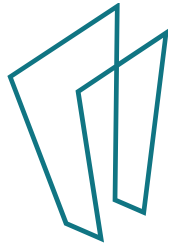
Word 2016 Helpful Links To Learn More

- <http://www.gcfllearnfree.org/word2016>
- <https://support.office.com/en-us/word>
- <http://youtube.com>
(Search for Microsoft Word 2016)



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