

Microsoft Word Level 1



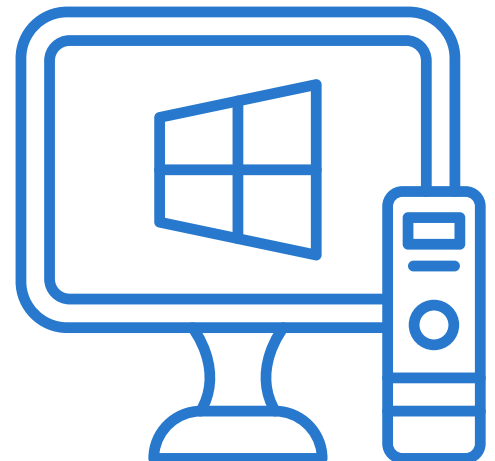
\$150.00

**AWC Reskilling &
Technology Center**
1351 S Redondo Center Dr.
Yuma, AZ 85365

**If interested,
Call (928) 317-7674
or
Email
Continuinged@azwestern.edu**

Course Objectives

- **Understand the Microsoft Word interface and basic navigation tools.**
- **Create, edit, and format simple documents using text, fonts, and paragraph styles.**
- **Apply basic page layout settings including margins, spacing, and alignment.**
- **Insert and format elements such as images, tables, and bullet points.**
- **Save, print, and share documents confidently using Word's file management tools.**



Registration Hours: Mon - Thurs 8AM - 5PM, Fri 8AM - 4PM payments accepted via phone or walk in. Please make checks payable to AWC. Visa, MasterCard, and Discover cards accepted.

Refund Cancellation Policy: A 100% refund will be granted if a request is made 2 business days prior to the start of class. A 50% refund will be issued if notice is received less than 2 business days prior to class. No refunds will be issued after the first day of class. If a class is canceled due to low registration we will contact you 2 business days prior.