

MICROSOFT OFFICE

MS WORD TRAINING



For Registration:

Scan Me



Or Email: csingh@tno-toronto.org

**THIS WORKSHOP FOCUSES ON HOW TO PREPARE
WORD DOCUMENTS, FORMATTING, PAGE SETUP,
PRINTING OPTIONS, ATTACHING AND DOWNLOADING
DOCUMENTS**



**Tuesday, 14th November, 2023 to
Thursday, 16th November, 2023
1:00 PM – 3:00 PM**

- Basic of MS Word**
- Formatting Document**
- Working with Table**
- Mail Merge/Label Printing**
- Create/Use Template**
- Printing Documents**

Prerequisite: Basic Computer Operating Knowledge

A CERTIFICATE OF PARTICIPATION WILL BE PROVIDED

*** Space is Limited ***

Refreshment provided

TTC Tokens will be provided for eligible clients