

Microsoft Office Word 2010

This training is offered FREE of charge by Black River Technical College in cooperation with the Arkansas Department of Career Education and the Arkansas Department of Workforce Services.

Learn what's new in Microsoft Office Word!

Create, edit, enhance, share and secure standard business documents.

Build personalized efficiency tools and create forms.

This web-based program is instructor-led with structured, hands-on activities.



When: May 13, 15, 20 & 22
Monday and Wednesday
8:00 a.m. to 12:00 p.m.

Where: Continuing Education Building
BRTC Pocahontas Campus,
College Drive

Participants who successfully complete the course will have the opportunity to test, free of charge, for Microsoft Office Specialist 2010 Certification.

Register at the Continuing Education Building located on the BRTC Campus
Monday through Friday between the hours of
8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:30 p.m.

For additional information or alternate registration: Call 870-248-4180,
e-mail pattib@blackrivertech.edu, or visit our website at
www.blackrivertech.edu/community/cce and click on Pocahontas Campus.

Deadline for registration is Thursday, May 9.
Enrollment is limited to 20.

Background in using Windows is required for this training.