



Introduction to Microsoft Word 2013

Attend this training and learn how to:

- Use Ribbon Interface
- Work with Text
- Use Proofreading Tools
- Create Bulleted and Numbered Lists, Tables and Forms

When: Wednesday, June 18, and Thursday, June 19
9:00 a.m. – 3:30 p.m.

Cost: \$99 – Includes Lunch, Book, and Flash Drive
\$25 – *Special Pricing for Participants 50 and older*

Where: Continuing Education Building
BRTC Pocahontas Campus

Register at the Continuing Education Building located on the BRTC Pocahontas campus, College Drive, between the hours of 8:00 a.m. and 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 to Register:
Thursday, June 12 or until class is full
Enrollment is limited to 20.



The charge for this class is normally \$149.00, but due to a Plus 50 Grant awarded to the BRTC Corporate & Community Education Department, we are able to offer this training at a reduced rate.

Intermediate Microsoft Word 2013 class is coming soon.