



# Introduction to Microsoft Word 2016

*(Two-Day Course)*

**Attend this training and learn how to:**

- Edit and Format Text in Created Documents
- Format, Modify, and Sort Data in Tables
- Incorporate Visual Objects: Shapes, WordArt, Pictures, and Text Boxes
- Create Business Reports

*Textbook is included.*

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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 [zebulon.blansett@blackrivertech.edu](mailto:zebulon.blansett@blackrivertech.edu),  
or visit our website at [www.blackrivertech.edu/community/cce](http://www.blackrivertech.edu/community/cce)  
and click on Pocahontas Campus.

**Corporate &  
Community  
Education**

**Date:**

**Fridays,  
March 10 & 17**

**Time:**

**8:30 a.m. -  
3:30 p.m.**

***1-hour  
Lunch Break***

**Cost:**

**\$119.00**

**Registration**

**Deadline:**

**Thursday,  
March 2**

