

Welcome Students!

The PRC is very excited that you have chosen to continue your computer training. Using a word processor is one of the key reasons for having a computer at home. You will be learning many new tasks over the next 6 weeks. By the end of the course, you will be able to do the following:

- Create documents
- Format documents
- Edit documents
- Print documents

We want to ensure that this class meets your computer needs. We ask that you tell us the three most important word processing tasks that you want to learn how to do. Later in the course, you will have the opportunity to bring in your own documents so you can work on them with our help. We look forward to being your Word Basics instructors.

Type your 3 goals below: