

# Microsoft Word

1 & 2



**When: Thurs, Mar. 4<sup>th</sup> & 11<sup>th</sup>**

**Time: 1:30p - 3:30p**

**Learn to use the tools, such as creating  
labels, addressing envelopes  
and much more !**

**Sign up today  
at Information Service Desk in lower level  
Hope to see you there !**