

# Word Processing

Learn to use your **ABC's**  
in a new and different way.

## Using Microsoft Word...

- Use different fonts.
- Use different colors.

*Make your letters sparkle!*

Create personalized letters and letterheads with customized colors and borders - and more!

Very little typing required.

This course is designed for beginners.

**Add photos,  
clipart.**



**LEARN TO LEFT, CENTER, OR RIGHT ALIGN**

Topics include:

Envelopes

Labels

## Paragraph Characteristics

Formatting

Tabs

Lists

Spell Checker

Headers & Footers .