





MICROSOFT WORD

MODULE 5

 This workshop is designed to provide the attendee with a solid foundation using some of the common Microsoft Word functions. Understanding the different tools will enable the user to create documentation in a more efficient manner. By the end of this training the attendees will be able to:

- **Formatting Tables & Shapes**
- **Formatting Smart Art and Charts**
- **Inserting Objects**

 Tuesday, 2 May 2023

 45 minutes, from 12:00 p.m. - 12:45 p.m.

 Recommended for faculty, Staff

 Online training via MT

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Registration from 27 April - 1 May 2023