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SOUTH GLOUCESTERSHIRE COMMUNITY LEARNING

Microsoft Word for Beginners

Thursdays 9.45-11.45am
Patchway Community Centre
Starting Thursday 7th June

Do you want to develop your skills and gain confidence using a computer?

This **FREE 6 week course** will introduce you to the basic functions of Microsoft Word including

- Using the spell checker
- Altering text style and layout
- Using word to create your cv



For more information and to enrol please call Jane on 01454 864687 or 07860181352
email jane.thomas2@southglos.gov.uk