

# The Hertford County Office of Aging in partnership with

Roanoke Chowan Community College<sup>e</sup>

***Starts Friday, June 24, 2016***

***9:00am-12:00pm***

## **INTERMEDIATE**

## **MS WORD**

## **FUNCTIONALITY**

**Creating and Storing**

**Documents, Headers & Footers,**

**Cover Pages, Search & Replace,**

**Spell Check,**

**View Options and**

**more.....**



**(minimum of 8 participants needed to start class)**

**This is a learn at your own pace, no stress class. The class will be held**

**at the Hertford County Office of Aging**

**(Winton Nutrition Site) on Fridays for four weeks for a fee of \$30.00.**

**The instructor is Zebrena Jacobs.**

**For more information contact Alicia Mitchell at 252-358-7856**

The Hertford County Office of Aging in partnership with

# Roanoke Chowan Community College

Starts Friday, June 24, 2016 9:00am-12:00pm

## Basic Computer Class



## INTERMEDIATE

## MS WORD FUNCTIONALITY

*Creating and Storing  
Documents, Headers & Footers,  
Cover Pages, Search &  
Replace, Spell Check,  
View Options and  
more.....*

**(minimum of 8 participants needed to start class)**

**This is a learn at your own pace, no stress class. The class will be held at the Hertford County Office of Aging (Winton Nutrition Site) on Fridays for four weeks for a fee of \$30.00. The instructor is Zebrena Jacobs.**

**For more information contact Alicia Mitchell at 252-358-7856**