

**Basic Word Processing with Shelley Murphy** [cal.portelgin@gnb.ca](mailto:cal.portelgin@gnb.ca)

**Wednesdays, 3:15-5:15pm in Port Elgin Community Adult Learning Centre located in Port Elgin Regional School Library**

**4 weeks starting on April 13, 2011**

Maximum 10

**Storm Policy: No classes when schools are closed in Port Elgin**

4 week course to introduce basic concepts of word processing. Included will be page layout; how to use various tools to create professional looking documents; saving and retrieving documents; copy and pasting; insertion of pictures and or tables and columns. Students are asked to bring a notebook and pens or pencils to each class.

Week 1 – assess knowledge of keyboarding - introduce “backspace”; “delete”; and “enter” if necessary. Saving and retrieving a document.

Week 2- how to use various tool buttons in Microsoft Word

Week 3- copy and paste tutorial; inserting a picture, table or columns.

Week 4 –practice and review.

**Instructor Bio:**

Married and mother of two boys. Gives private piano instruction and loves scrapbooking. Computer access centre manager since 2006.

**Some people are very sensitive to perfumes and other scents. Please respect a scent free environment by not using scented products. Thank you.**

**A note to seniors about class attendance and absenteeism....**

As you know, our instructors are all volunteers, who work very hard at putting courses together. Your cooperation is appreciated in letting them know if you are unable to attend any of the classes as most instructors plan weekly classes that are appropriate to the number of registered students in the course.

If circumstances change between registration and the first class, or if you decide to withdraw after the first or second class, please email [tscordinator@nbnet.nb.ca](mailto:tscordinator@nbnet.nb.ca) or call 364-2780. Many courses have a wait list and this could allow someone else to take your place. Sometimes, seniors have travel plans or medical appointments made in advance. It would help instructors to know this at registration, if possible, so that class material may be adjusted accordingly. Illness, as well as other unanticipated and unavoidable conflicts can occur. If you are able, please let your instructor know as soon as possible if you will miss a class.

**Thank you!**