

Dauphin County Technical School

MICROSOFT WORD



**Dauphin County
Technical School**

**Adult and Continuing
Education
6001 Locust Lane
Harrisburg, PA
17109**

**Phone: 717-652-
3170, X 7445**

Fax: 717-901-6766

**E-mail:
workforcedev@dcts.
org**

Course Information

Basic fundamentals of Word will be introduced such as editing text, “undo” and “redo” commands, text formatting, tables, page layout, graphics, and proofing, printing, and exporting.

Exercises and activities will be included in the course to help with assimilation of the material covered.

**MONDAYS AND WEDNESDAYS
MARCH 12 – MARCH 21, 2018
5:30 – 9:00 pm
COST - \$140**

Registration

**Complete the Dauphin County Technical School
Adult and Continuing Education Application located
on the Adult Education link – Evening Programs
(www.dcts.org)**

**-Fax the completed application to 717-901-
6766
&
CALL**

**WITH A VISA OR MASTER CARD TO MAKE PAYMENT
OVER THE PHONE.**

717-652-3170 x 7445 or x7437

Registration is not complete until payment is made.

Note: In the event that you must withdraw from the course, a full refund will be granted if notification is made five (5) business days prior to the onset of the course. There will be a \$25.00 processing fee for canceling the registration. Less than five (5) business days will result in a \$50.00 processing fee. Refunds will not be processed after the onset of the course.