Microsoft Word Workshop

This workshop will help you:

- Speed up document production using Word's built-in formatting and designing tools
- Work more efficiently and easily as you create and edit typical business and government documents

Intended Audience:

- Office & field staff working on memos, reports, business letters, and other professional documents

Registration is required for fulfillment of continuing education. Read the Center for Technology & Training policy here.

No-shows/cancellations within three business days of the event are charged the full registration fee; substitutions accepted

Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer that provides equal opportunity for all, including protected veterans and individuals with disabilities.

Accommodation requests related to a disability should be made at least ten business days prior to the event by emailing ctt@mtu.edu.

Event Details

Date: August 16th, 2023
Time: 1:00 PM - 3:00 PM (ET)
Optional Orientation: 12:30 PM (ET)
Cost: $20 Per Person
Registration Deadline: August 15th, 2023

See all trainings at ctt.mtu.edu/training

Other sessions you might like:

Microsoft Excel:
August 23, 2023

Microsoft PowerPoint:
August 30, 2023

QUESTIONS?
EMAIL: **ctt@mtu.edu**

Center for
Technology & Training