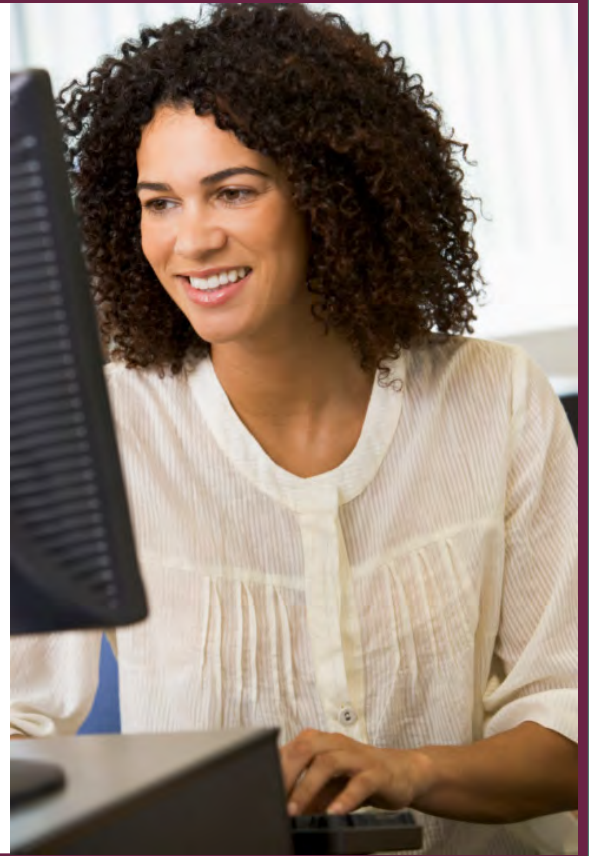


Advanced word

Bring your Microsoft Word skills to the next level!

- Create interest with bulleted lists, hyperlinks and headings
- Learn how to insert tables, change file formats and more
- Practice copying and pasting among multiple documents



**Advanced Word is a 3-hour,
hands-on workshop.
Some experience with MS Word preferred.**

Register for this FREE Workshop at the AJC East Office nearest you or online at cthires.com!

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NOTE: The Norwich and New London Offices closed in March 2018.

To learn more about the wide range of workshops available, visit EWIB.org/workshops#links, CTHires.com or JobCenterCT.com.

Not all workshops are available every month or in every location. Check the monthly calendar for availability.

Some workshops require a minimum number of participants to avoid cancellation.

Many of these workshops are funded in whole, or in part, by the Eastern CT Workforce Investment Board (EWIB) through a variety of state and federal funding sources.

This program is an equal opportunity employer program; auxiliary aids and services are available upon request to individuals with disabilities.



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