

# Word Made **EASY!**



- Learn how to use MS Word in a fun, stress-free environment
- Hands-on practice creating and editing documents
- Easy to follow instructions for copying & pasting, filing and printing

Word Made Easy! is a 3-hour, hands-on workshop.

**NO** computer experience is required.



Register for this **FREE** Workshop at the AJC East Office nearest you or online at [cthires.com](http://cthires.com)!

**americanjobcenter**  
EAST

**NEW OFFICE** Montville • 601 Norwich New London Turnpike,  
Suite 1, Uncasville • 860-848-5240

**NEW LOCATION** Danielson • 562 Westcott Road • 860-774-4077  
Willimantic • Tyler Square, 1320 Main Street • 860-450-7603

**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](http://EWIB.org/workshops#links), [CTHires.com](http://CTHires.com) or [JobCenterCT.com](http://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.



Rev. 12/2018