

America's **Digital Defender**

Presents

*A Virtual Academy of educational
& technical workshops ...*



Beginning Microsoft Word

America's Digital Defender facilitates a learning series designed for the computer newcomer.

Technical trainer Mike Lattimore will lead you on an exciting learning experience with Microsoft Word. In customized “easy –learning ” sessions, Mike gives powerful tips and methods to make “learning to learn” a fun-filled and joyful experience.

Mike Lattimore is an inspirational speaker who has a passion for helping people learn to master computers and software applications. His 10 years experience as a corporate, technical and customer service trainer and his love of people makes him a joy to learn with.

What will you take home from this experience?

- Learn to create flyers, newsletters and more!
- Discover how easy Microsoft Word can be to master!
- Lose your fear of computers and learning new applications!

Customized Presentations
Youth of all ages!

Beginning Microsoft Word! is ...

- **Informative and empowering.**
- **Designed for seniors, youth, transitioning workers and small businesses.**
- **A great way to break the ice and “learn how to learn” Microsoft applications.**

You will learn:

- Basic Word processing terms like cursor, styles, formats and tables.
- How to open, save, print and delete documents.
- How to create a new document, select text, correct and delete text within a document.
- Much, much more...

Contact **America's Digital Defender** for your computer training needs! For Booking: **(626) 296-8455**