

Word Complete

Provider: North Star Computing

Length: 15 Hours

Cost: \$540

Cost Unit: Cost of the entire program

Website

<http://www.nsctraining.com/coursedesc.html>

Places: Fairbanks

This course will teach you everything you need to know about using Microsoft Word. All the techniques, tips and tricks from Unit 1 and Unit 2 will be covered in this two day class.

Related Occupations

Billing and Posting Clerks

Cargo and Freight Agents

Data Entry Keyers

Information and Record Clerks, All Other

Insurance Claims and Policy Processing Clerks

Office Clerks, General

Order Clerks

Payroll and Timekeeping Clerks

Procurement Clerks

Production, Planning, and Expediting Clerks

Receptionists and Information Clerks

Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Social Science Research Assistants

Statistical Assistants

Word Processors and Typists

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July 20, 2019