



## **Ann Arbor District Library Computer Classes**

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AADL offers hands-on computer classes on a variety of topics at all Library locations. AADL also provides access to a variety of online learning and research resources. For more information, check out the following links:

Schedule of computer classes: [aadl.org/classes](http://aadl.org/classes)

Review online skills-building resources: [aadl.org/services](http://aadl.org/services)

Review online research resources: [aadl.org/research](http://aadl.org/research)

## **Word Insert**

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Learn how to insert breaks, columns, tables, symbols, hyperlinks, and footnotes. Knowledge of Microsoft Word basics is required.

## **Learning Goals**

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Go to [aadl.org/handouts](http://aadl.org/handouts), choose a class, and click on a learning goal for step-by-step instructions:

[Page Break](#)

[Section Break](#)

[Tables](#)

[Table Rows and Columns](#)

[Format Table Cells](#)

[Delete a Table](#)

[Columns](#)

[Hyperlink](#)

[Footnotes](#)

[Clip Art](#)

[Pictures](#)

[Cropping](#)

[Artistic Effects](#)

## **Books**

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[Easy Microsoft Word 2010](#), by Sherry Kinkoph Gunter, Call number: 005.36 Wo

[Word 2010](#), by Elaine J. Marmel, Call number: 005.36 Wo

[Microsoft Word 2010 Bible](#), by Herbert L. Tyson, Call number: 005.36 Wo