



Ann Arbor District Library Computer Classes

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

Review online skills-building resources: aadl.org/services

Review online research resources: aadl.org/research

Word Tools

Learn styles, headers and footers, automatic features, indents, and tabs. Knowledge of Microsoft Word basics is required.

Learning Goals

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

[Keyboard Shortcuts](#)

[Document Themes](#)

[Format Painter](#)

[Video: Apply Styles](#)

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[The Navigation Pane](#)

[Find and Replace](#)

[Headers and Footers](#)

[Formatting Marks](#)

[AutoCorrect](#)

[AutoText](#)

[Tabs](#)

[Use a Template](#)

Books

[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