



Microsoft WORD 2007

Register Online NOW!!! www.agcsd.org

Instructor: John Cellini – Microsoft Training

John Cellini teaches web design and office applications. His certifications include A+, Network+, i-Net+, and he is an authorized Microsoft Office Specialist Instructor for Access, Excel, Word, Outlook, and PowerPoint



Microsoft Word 2007 Introduction

Microsoft has redesigned the user interface of this new version with a tabbed toolbar that makes every feature easy to locate and use. In Addition to the new interface, there are many new features that once you learn to use them, will enable you to more easily and quickly produce sophisticated documents. Topics include:

- Working with the Word Environment
- Editing and Proofreading Documents
- Changing the look of text
- Changing the Look of a Document
- Presenting information in Columns and Tables

Microsoft Word 2007 – Introduction

October 27, 2009

8:00 am - 4:00 pm

\$159 Member Rate \$249 Non Member

Materials & Lunch Included

Microsoft Word 2007 Intermediate

This class continues where Level 1 left off by teaching students how to illustrate documents with graphics and diagrams, create and work with longer documents, create form letters, collaborate with others and more. Topics include:

- Working with Graphics, Symbols and Equations
- Working with Diagrams and Charts
- Working with Longer Documents
- Collaborating with Others
- Creating Documents for Use Outside of Word
- Customizing Word

Microsoft Word 2007 – Intermediate

November 10, 2009

8:00 am - 4:00 pm

\$159 Member Rate \$249 Non Member

Materials & Lunch Included