

Microsoft Word 2007



Skills for Change
Diversity at Work™

TechSkills offers only instructor-led classes. Our classes are limited in size so you have more hands-on interaction with the instructor. We provide experienced instructors, quality training materials and competitive pricing.

You will learn the basics of Microsoft Word; the word processing software which is one module of the Microsoft Office Suite. It is used to create professional looking documents for personal or business use.

Course Content

Basics to intermediate of **Microsoft Word 2007**; entering text, the Save As command, opening and editing a document, moving and copying text, basic character and paragraph formatting, header and footer, insert hyperlinks, page numbers, date & time and quick parts, page set up, bulleted and numbered lists, enhancing the look with pictures, creating tables, table properties, table styles, sorting the table and using simple formulas. Particular attention is paid to three essential skills—using tabs, tables and mail merging.

The course will take the student from a beginner skill level to intermediate proficiency.

Pre-requisites

- Windows Experience
- Canadian Language Benchmark 5-7

Certificate offered

Participants receive a certificate of completion

Registration

Register in person or online at www.skillsforchange.org/techskills/register

More information

Please call 905-595-1679 ext 0

Start Date	Day of the Week							Location	
	S	M	T	W	T	F	S	Toronto	Brampton
March 15		✓	✓	✓					✓
Time	Weeks	Hours	Fee						
10:00-3:00	1	15	\$100						

TechSkills
AFFORDABLE TRAINING

Toronto
791 St. Clair Avenue West

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21 Nelson Street West

www.skillsforchange.org/techskills