



Word 2007

Make the Transition

This course is designed for learning basic Word skills with easy to understand, step-by-step, hands-on skill based approach to ensure student success. Course will provide a user friendly method for developing a solid foundation in Word basic skills and cover the new Ribbon

Topics Include:

- The New "Word 2007 Ribbon"
- Working with Word Basics
- Creating & Editing Business Letters
- Creating a Memorandum & Press Release
- Creating a Simple Report
- Using Mail Merge

Date: Tuesday, Sept. 28th, 2010
 Thursday, Sept. 30th, 2010
Time: 6:00 pm - 9:00 pm
Location: Shawnee Community College
 Main Campus Room K1134A

Registration Fee: \$55.00
 Registration Deadline: Sept. 21st, 2010

Registration information:

**For more information or to register contact: Gabriele Farner at 618-634-3254
gabrielef@shawnecc.edu**

Payment received by registration deadline will reserve your seat.

"Your Partners in Business"

Funded in part through a cooperative agreement with the U.S. Small Business Administration, the Illinois Department of Commerce and Economic Opportunity and Shawnee Community College. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Candy Eastwood at (618) 634-3231.

