



INVEST IN YOURSELF NOW! COMPUTER CLASSES THROUGH CHESTER COUNTY NIGHT SCHOOL

MICROSOFT WORD 2007: Introduction, Intermediate, or Advanced

WORD 2007 LEVEL 1 INTRODUCTION

Course No. CO368B **Date: Fri. May 28**
Course No. MCO368B **Date: Fri. June 25**
Time: 9 am – 4 pm
Location: Springhouse Computers/Exton
Fee: \$195

Course Outline

Lesson 1: Getting Started

Exploring the Word environment; Creating new documents; Getting help

Lesson 2: Navigation and Selection Techniques

Navigating document; Using selection techniques

Lesson 3: Editing Text

Working with text; Using the Undo and Redo commands; Cutting, copying, and pasting text

Lesson 4: Formatting Text

Formatting characters; Modifying tab settings; Formatting paragraphs; Changing paragraphs indents and spacing; Utilizing Automatic Formatting

Lesson 5: Tables

Creating tables; Working with table content; Changing table structure

Lesson 6: Page Layout

Creating headers and footers; Setting margins; Inserting and removing page breaks

Lesson 7: Proofing and Printing Documents

Checking spelling and grammar; Using AutoCorrect; Finding and replacing text; Printing documents

Lesson 8: Graphics

Adding graphics and clip art; Working with graphics

WORD 2007 LEVEL 2 INTERMEDIATE

Course No. CO369A **Date: Wed. May 19**
Course No. MCO369 **Date: Wed. June 30**
Time: 9 am – 4 pm
Location: Springhouse Computers/Exton
Fee: \$195

Course Outline

Lesson 1: Styles

Examining formatting; Creating styles; Modifying styles; Outlining; Use Full Screen Reading view

Lesson 2: Sections and Columns

Creating and formatting sections; Working with columns

Lesson 3: Formatting Tables

Formatting tables; Applying borders and shading; Working with table data; Using table styles

Lesson 4: Printing Labels and Envelopes

Printing labels; Printing Envelopes

Lesson 5: Templates and Building Blocks

Using Templates; Using Building Blocks; Working with document properties

Lesson 6: Graphics

Creating diagrams; Using drawing tools; Formatting text graphically

Lesson 7: Managing Document Revision

Tracking changes in a document; Working with comments

Lesson 8: Web Features

Working with web pages; Inserting hyperlinks

WORD 2007 LEVEL 3

Course No. MCO369B

Date: Tues. June 8

Time: 9 am – 4 pm

Location: Springhouse Computers/Exton

Fee: \$195

Course Outline

Lesson 1: Mail Merge

Creating form letter; Specifying data source for recipient list; Creating mail merge labels and envelopes

Lesson 2: Objects and Background

Creating objects; Formatting document backgrounds

Lesson 3: Forms

Working with form fields; Implementing form protection; Sharing and securing documents

Lesson 4: Macros

Recording and running macros; Modifying and deleting macros

Lesson 5: Toolbar and Keyboard Customization

Customizing the Quick Access toolbar; Customizing keyboard shortcuts

Lesson 6: Long Documents

Working with Master documents; Inserting Table of Contents and figures; Inserting indexes, bibliographies, and other references; Making bookmarks and cross-references; Working with web frames

Lesson 7: XML Features

Working with XML

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**Call Chester County Night School:
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Or register online at:

www.chestercountynightschool.org

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Springhouse Computer Corp.

Eagleview Corporate Center

770 Pennsylvania Ave., Ste. 120

Exton, PA 19341

Please Note: As a priority partner with Springhouse, we offer these great rates on many Springhouse classes ... but to qualify, you must register through **Chester County Night School.**

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