


MS Word - Agenda

July 7, 2009 and July 27, 2009

The objectives of this workshop will provide the participant with

~advanced knowledge of Microsoft Office Word 2007 features

~the approach in using MS 2007 compared to MS 2003



MICROSOFT WORD 2007 ADVANCED

Presented by: Theresa Twaddle, Business Teacher
Illini West High School District #307
Carthage, IL – July 2009

1:00-1:10	Welcome/Housekeeping
1:10-1:50	MS Word Advanced
1:50-2:00	Break
2:00-2:50	MS Word Advanced continue
2:50-3:00	Break
3:00-3:30	Your Assignment
3:30-4:00	Peer & Share

Topics include: Columns, Forms, Header/Footer, Insert Files/Graphics, Mail Merge, Tables, Templates