


MS Word - Agenda

July 7, 2009 and July 27, 2009

The objectives of this workshop will provide the participant with

~basic knowledge of Microsoft Office Word 2007 features

~the approach in using MS 2007 compared to MS 2003



MICROSOFT WORD 2007 BASIC

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

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|-------------|------------------------|
| 9:00-9:10 | Welcome/Housekeeping |
| 9:10-9:50 | MS Word Basic |
| 9:50-10:00 | Break |
| 10:00-10:50 | MS Word Basic continue |
| 10:50-11:00 | Break |
| 11:00-11:30 | Your Assignment |
| 11:30-12:00 | Peer & Share |

Topics include: Background, Borders/Shading, Bulleted Lists, Find/Replace, Fonts, Help, Saving Formats, Spacing, Terminology, Text Effect/WordArt, Watermark, Word Options