


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

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