

NATIONAL INDIAN PROGRAMS TRAINING CENTER
1011 Indian School Road NW, 2nd Floor
Albuquerque, New Mexico 87104

MICROSOFT WORD 2007 LEVELS 1 & 2

Date: March 30-31, 2010

Target

Audience: Employees who want to gain basic knowledge of working with Microsoft Office Word 2007.

Course

Description: This course will teach students to create, edit and enhance standard business documents. Students will also learn to create complex documents and build personalized efficiency tools.

Learning

Objectives: -Create and edit basic documents
-Format text and paragraphs
-Add tables and graphic elements
-Proof documents for accuracy
-Manage lists and customize tables and charts
-Modify pictures

Time: 8:00am – 4:00pm each day

Tuition: \$140

To

Register: Please fax a registration form to 505 563-5076. Supervisory approval and government charge card information are required.