



Heart of Georgia Technical College Community Education Department Presents:

Microsoft Word 2007

Beginning Word 2007

Monday & Wednesday
May 24 & 26, 2010
6:30p-9:30p
Or
Tuesday & Thursday
July 13 & 15, 2010
9a-12p

Participants in this class will master fundamental skills for effective use of Word;

- Working with Word Basic
- Creating/Editing Word Documents
- Customizing the Word Environment
- Formatting Text/Paragraphs/Pages
- Proofing your Documents
- Creating Tables

\$49

Intermediate Word 2007

Tuesday & Thursday
July 27 & 29, 2010
6:30p-8:30p
Or
Tuesday
July 27, 2010
9a-1p

Participants in this class will building on the fundamentals skills learned in Beginning Word:

- Creating Newsletters & Working with Clip Art & Columns
- Creating a Brochure & Using Draw Shapes, Word Art & Picture Editing
- Creating a Mail Merge
- Creating Charts
- Using Graphics
- Working with Templates

\$34

Advanced Word 2007

Tuesday & Thursday
August 17 & 19, 2010
6:30p-8:30p
Or
Friday
August 20, 2010
9a-1p

Participants in this class will master Word's advanced features:

- Organizing Long Documents
- Inserting Tables & Working with Multiple Headers
- Using Footnotes/Endnotes
- Collaborating in Word, Tracking Changes & Using Review tools
- Using Macros & Forms
- Sharing & Securing Content & Integrating with Other Programs

\$34

**DON'T DELAY
SIGN UP TODAY...
Spaces in all classes are
limited!**



For more information or to register,
please contact:

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