



CenterPoint Solution, LLC

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MICROSOFT® WORD® - BEGINNING LEVEL 2007

Course Description:

It will provide you with the basic concepts required to produce basic business documents.

Who Should Take This Course:

This course is intended for individuals who want to gain basic knowledge of working on Word®.

Achieved Results:

You will create, edit, and enhance standard business documents using Microsoft® Word® 2007.

Course Outline:

- Create a basic document by using Microsoft Word®
- Edit documents by locating and modifying text
- Format text
- Format paragraphs
- Add tables to a document
- Add graphic elements to a document
- Control a document's page setup and its overall appearance
- Proof documents to make them more accurate