

- **Advanced Word 2007:**

TJMS

Description: Learn to use Word to address envelopes and create mailing and return address labels. Add graphics to personalize the return address labels you will make. Creating or adding to the address book data base started in the Introduction class, we will create a form letter for mail merge as well as learn to mail merge addresses. There will be opportunity for review and answering any questions. . **Prerequisite:** Must have experience with Word2007 or have taken the Introduction or Intermediate Word class. **Participants need to bring or purchase a memory stick if they wish to take the data base address book home. Cost of a memory stick from the district is \$7 and must be paid for at registration. No memory sticks will be sold at the class.**