

- **Intermediate Word 2007:**

TJMS

Description: This class will expand upon the previous class by introducing more options for using the Word ribbon. A brief review will be made. Participants will learn to use clip art from the internet, insert their own pictures or photographs, use auto shapes, graphs, inserting dates and time, using symbols, WordArt, page set ups, and to make color and formatting changing by doing examples of each. Viewing options, ways to save, and previewing print layouts will be addressed. **Prerequisite:** Must have experience with Word2007 or have taken the Introduction to Word class. **Participants need to bring a memory stick or purchase one from the district if they wish to take information worked on 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.**