

- **Introduction to Word 2007:**

TJMS

Description: Participants will become familiar with the WORD 2007 window and will practice basic ways to create and change a documents appearance. They will learn a variety of text effects, line spacing, using color, numbering, copy and pasting, formatting, alphabetizing, saving, etc. An address book using a mini data base table will be made. Questions will be addressed. **Participants need to bring a memory stick or purchase one from the district 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.**