



Computer Skills Training

Word 2007 – Level 1, 2 & 3

Date: February 24, 2010
To: CPMCA Contractor Members, Affiliates, UA Locals and Staff
From: Mya Maury

CPMCA is pleased to offer 3 days of complimentary Computer Skills Training on **Word 2007 Levels 1, 2 & 3**. Please see page 2 of this document for a detailed description of each class.

DATES: Please place an “X” next to the course(s) you will attend.

Word 2007 – Level 1 (Beginning):	Tuesday, May 18, 2010	_____
Word 2007 – Level 2 (Intermediate):	Tuesday, August 17, 2010	_____
Word 2007 – Level 3 (Advanced):	Tuesday, December 14, 2010	_____

TIME: 7:30 a.m. Registration and continental breakfast
8:00 a.m. – 4:00 p.m. Training (Lunch provided by CPMCA)

COST: CPMCA Contractor Members, Affiliates, UA Locals and Staff: Complimentary
Non-Member Fee: \$125
No-shows will be billed \$100.00 per day.

PLACE: **New Horizons Learning Center – Anaheim**
1900 S. State College Blvd.
Suite 100
Anaheim CA 92806 “Complementary Parking”
714-221-3100

Name _____	Title _____	Email _____
Name _____	Title _____	Email _____
Name _____	Title _____	Email _____
Name _____	Title _____	Email _____

Company Name _____

If you have any questions please contact Mya Maury at 213-417-9194 or e-mail MyaM@cpmca.org.

Word 2007 Level 1, 2 & 3 Descriptions

Word Level 1 (Beginning): This course covers the basic functions and features of Word 2007. Students will learn how to enter and edit text, and save and browse documents. They will learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics. Upon successful completion of this course, students will be able to:

- 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.

Word Level 2 (Intermediate): This course builds on the skills and concepts taught in Word 2007: Basic. Students will work with styles, sections, and columns. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features. Upon successful completion of this course, students will be able to:

- Manage lists
- Customize tables and charts
- Customize formatting with styles and themes
- Modify pictures in a document
- Create customized graphic elements
- Insert content using Quick Parts
- Control text flow
- Use templates to automate document creation
- Perform mail merges
- Use macros to automate common tasks.

Word Level 3 (Advanced): This course builds on the skills and concepts taught in Word 2007: Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the Quick Access toolbar and keyboard shortcuts, and work with XML documents. Upon successful completion of this course, students will be able to:

- Use Microsoft Office Word 2007 with other programs
- Collaborate on documents
- Manage document versions
- Add reference marks and notes
- Make long documents easier to use
- Secure a document

New Horizons Anaheim

1900 S. State College Boulevard
Suite 100
Anaheim, CA 92806
(714) 221-3100



[View Location Maps](#)

Directions to Anaheim Location

From the North

Take I-5 South toward Santa Ana
Exit 109A for Katella Ave.
Right at E. Katella Ave.
Right at S. State College Blvd.
Left into 1900 S. State College Blvd. parking lot

From the South

Take I-5 North towards Los Angeles
Exit 107C for State College Blvd. toward the City Dr.
Right at State College Blvd.
Right into 1900 S. State College Blvd. parking lot

Parking at Anaheim Location

- Park in the lot adjacent to the building- Free of Charge
- You may park anywhere except the 2 hour parking.
- Suite 100 is located on the North side of the building in an external Suite.

Metrolink Station within Walking Distance

Take the Metrolink to the [Anaheim Station](#) and walk to New Horizons a short distance across the parking lot.