



EDISON STATE COLLEGE

Center for Continuing Education

Microsoft Word 2007

This course is a general overview of the Microsoft Word 2007 program. Word processing techniques using a personal computer (PC) will be taught. Techniques include the creation, editing, formatting, saving and printing of word documents. Students must have a general understanding of the personal computer, keyboard and mouse. This course is Series One of Edison State College Microsoft Suite's Continuing Education Four Part Series.

Date: Each Class Runs for 6 Sessions = 18 class hours
• **Tuesday's & Thursday's – April 3rd – 19th**

Students will need the following supplemental materials:

- **Flash/jump drive 1 GB or higher**
- **Notebook & Pen/Pencil**

Time: 6:00pm – 9:00pm

Cost: \$180.00

Location: Edison State College, Lee Campus

Instructor: Angeli Chin

Seats are limited, so register today!
Advance registration and payment is required.
For registration form and information, call 239-489-9235
Email celee@edison.edu
OR download from www.edison.edu/lee/ce

Requests for refund one week prior to the first class meeting will be granted. If you have a Higher One card through Edison the refund will be transferred to your Higher One Account. Due to the short-term nature of most Continuing Education programs, refunds will not be granted on or after the first class meeting.