

**Department of Clinical Education presents**  
**Intermediate Word**

**Course Description**

Microsoft Word is a word processing software program that provides the use with the tools to create a variety of documents. This is an intermediate level class for the individual who has been using Word for basic letters and memos and wants to learn the techniques for creating documents with a professional, finished look.

**Course Objectives**

Upon successful completion of the course, the participants should be able to:

- Setting Page Margins, Paper Size & Orientation.
- Creating Page Breaks.
- Creating Section Breaks.
- Adding Headers and Footers.
- Finalizing the Document.
- Create, Manage and Format Tables.
- Working with Graphics.

**Prerequisites**

Word Beginning, Basic Computer Skills, some typing desirable.

**Instructor**

Phyllis Sharum, Computer Training Educator

**Times & Dates**

- Feb 9, 2010; 8:30 am-12:00 pm

**Location**

- St. Joseph Hospital, Sister Frances Dunn Building, Classroom 6B – Computer Lab

**Fees & Requirements**

- No deposit required. **Open to St. Joseph Hospital Staff only.**
- Space is limited. Register early!

**\* FAX (714-744-8580) or deliver Registration Form for Intermediate Word – Feb 9, 2010**

Name: \_\_\_\_\_

License #: \_\_\_\_\_

Address: \_\_\_\_\_

Organization: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Position/Unit: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_