# Restoration Architecture

# 8921 Thunderbird Road ⯎ Phoenix, Arizona 85022 ⯎ 602-555-6325

# Training Schedule

### January

*Microsoft Word 1*

This introductory course will cover the basics of using Microsoft Word 2007 to create common business documents. By the end of the course you will know how to create, format, edit, and print text-based documents such as letters, memos, and reports.

### February

*Microsoft Word 2*

A continuation of the Word 1 course, this intermediate level class will delve into some of the more intriguing features of Microsoft Word 2007. By the end of the course you will know how to use mail merge to generate form letters, labels, and envelopes, set up a document in columns, include headers and footers, and insert pictures.

### March

*Microsoft Word 3*

This final course in the Microsoft Word series covers advanced features. By the end of this course you will know how to use tables, create and modify outlines, use e-mail and Internet features in Word, and share documents with other users.

Enrollment forms are available in the HR office or on the company Intranet.