

Microsoft Word 2007



Why Train With Career Step?

Microsoft Word 2007 is used in business, academic, and home settings worldwide, and being able to use the software is an important life skill. With the Career Step Microsoft Word 2007 course, you'll have more than 20 hours of comprehensive Word curriculum, Microsoft Office Specialist (MOS) Expert certification preparation, and online training with the benefit of classroom-style resources.

Comprehensive Curriculum

The Microsoft Word 2007 course is divided into beginning and advanced sections, with over 20 hours of training. Upon completion of the course, you will be prepared to earn the MOS Expert credential, with skills in:

- » Working with and editing text
- » Formatting characters, paragraphs, and pages
- » Working with themes, styles, and tables
- » Working with shapes, pictures, WordArt, SmartArt, and charts
- » Using document collaboration tools
- » Working with mailings, long documents, and references
- » Collaborating with other programs
- » Working with templates, forms, and webpages

MOS Certification Preparation

The Microsoft Office Specialist (MOS) Expert credential proves your Microsoft skills to employers, making you more marketable by enhancing your resume. The Career Step Microsoft Word 2007 course was specifically developed to prepare you to earn this credential and includes comprehensive curriculum and interactive exercise files that allow you to practice the skills you'll need.

» **Visit CareerStep.com/microsoft to get started today!**

Online Training With Classroom Resources

Online training offers you flexibility that a classroom setting can never provide. Instead of blocking out large chunks of time or even days to attend Microsoft Word training, you can gain the skills you need to earn your MOS Expert credential around your schedule and at a pace that fits your life. With the Career Step Microsoft Word 2007 course, you secure:

- » **Long-term curriculum access** – Instead of having just a few hours in a classroom setting to master the material, you'll have three months of 24/7, online access to learn at your own pace.
- » **Reference materials** – You'll also receive two textbooks and a quick reference card—resources to help you study away from the computer and references after you've completed the course.
- » **Live student support** – Online training shouldn't mean you're on your own. With Career Step, you'll be able to get your questions answered by a certified professional by phone, email, and chat.