



# Word, Excel, and PowerPoint 2007 Only \$99.00

Course	Date	Start Time	End Time	Day	Fee
Excel 2007 Basic	9/29/09	8:30 a	4:30 p	Tu	\$99
Excel 2007 Intermediate	7/30/09	8:30a	4:30p	Th	\$99
Excel 2007 Advanced	8/21/09	8:30 a	4:30 p	F	\$99
Office 2007 New Features	7/9/09	8:30 a	4:30 p	Th	\$99
PowerPoint 2007 Basic	9/11/09	8:30 a	4:30 p	Tu	\$99
PowerPoint 2007 Advanced	8/4/09	8:30a	4:30p	Tu	\$99
Word 2007 Basic	8/25/09	8:30 a	4:30 p	Tu	\$99
Word 2007 Intermediate	7/14/09	8:30a	4:30p	Tu	\$99
Word 2007 Advanced	8/7/09	8:30 a	4:30 p	F	\$99

**Excel Basic** – Basic functions including getting started; entering and editing data, modifying a worksheet; using functions; formatting worksheets; printing; creating charts; managing large workbooks.

**Excel Intermediate** – Builds on skills and concepts taught in Basic including using multiple worksheets and workbooks efficiently and working with more advanced formatting options including styles, themes, backgrounds, and watermarks.

**Office New Features** – Office 2007 interface and XML file format. New features of Word, Excel, PPT, Outlook & Access

**PowerPoint Basic** – Create new presentations including text, graphics, WordArt, tables, charts, and diagrams and edit and format slide contents and apply transition effects.

**PowerPoint Advanced** – Customize presentations including graphics, multimedia, and tables, learn to distribute a presentation and integrate Office files.

**Word Basic** – Basics including navigating, editing and formatting text; tables; page layout; proofing and printing; and graphics

**Word Intermediate** – Create and modify styles and sections; work with columns, format tables, and print labels and envelopes. Learn to use templates and building blocks and work with graphics and web features such as hyperlinks.

**Word Advanced** – Objects and backgrounds, forms and macros. Customize Quick Access toolbar and keyboard shortcuts and long document features.

**WHERE:** Valencia Community College, 2411 Sand Lake Road, Orlando 32809: Located between Orange Blossom Trail and John Young Parkway on the north side of Sand Lake Road between President's Drive and Chancellor Drive.

**INFO:** Contact ABC: (407) 628-2070

**COST:**

\$99 ABC CFL/CFBE Members  
\$115 Nonmembers (prepay required)  
Includes workbook, disk, & quick reference guide  
- [www.abccentralflorida.com](http://www.abccentralflorida.com) or  
- Fax completed registration to: (407) 629-0144

**REGISTER:**

Company: \_\_\_\_\_

ABC CFL Member  CFBE Member  Nonmember (prepay required)

Contact: \_\_\_\_\_

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

Fax: \_\_\_\_\_

Email: \_\_\_\_\_ (must have for credit card receipt)

Student(s): (1) \_\_\_\_\_ (2) \_\_\_\_\_

**PAYMENT OPTIONS** – Please select one:  Credit Card:  Visa  MC  AMEX

Check enclosed  Sending check  Bill me (\$7 charge – ABC CFL members only)

P.O. # \_\_\_\_\_

**CREDIT CARD INFO** – If paying by credit card, all below information is required:

- |                                      |   |
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| <input type="checkbox"/> Excel Basic | <input type="checkbox"/> PowerPoint Basic |
| <input type="checkbox"/> Excel Int   | <input type="checkbox"/> PowerPoint Ad    |
| <input type="checkbox"/> Excel Adv   | <input type="checkbox"/> New Features     |
| <input type="checkbox"/> Word Basic  | <input type="checkbox"/> Word Int         |
| <input type="checkbox"/> Word Adv    |   |

Person's Name on Card: \_\_\_\_\_

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Coupon enclosed \$ \_\_\_\_\_ (coupon must be presented at time of registration or prior to date of seminar)

Cancellation/Refund Policy: Cancellations received five (5) business days (120 hours) before the date of the class will be accepted and a full refund will be issued. No refunds will be given for cancellations received later than five business days (120 hours) prior to the seminar; please send a substitute. No shows will be billed. When a company registers 3 + students to the same class, the cancellation policy becomes seven (7) business days (168 hours) before the date of the class.

Please **MAKE CHECKS PAYABLE AND SEND TO:** Associated Builders and Contractors, Inc., 651 Danville Drive, Orlando, FL 32825  
Phone: (407) 628-2070 Fax: (407) 629-0144 OR Register online at [www.abccentralflorida.com](http://www.abccentralflorida.com)

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