



PC Seminars

Fall 2009
St. Louis, Missouri

Become more efficient on the job with better software skills...register today!

Tuition: \$170 **CFT Credit:** .50
Location: First Bank PC Training Lab
600 McDonnell Blvd, Hazelwood, MO 63042
Time: 9:00 am – 4:30 pm
PC Seminars are hands-on: You work on a PC during the entire seminar – the best way to learn!

If you have access to a PC lab, in-house group training is a great option. CFT can present customized programs at your location for your group. Group training can be very cost-effective. Contact Crista Olson, Crista@cftacs.org
314.655.0003 or 800.795.5242x9003

MICROSOFT WORD 2007 INTRODUCTION

Thursday, October 8, 2009

Program Highlights: >Explore the Word window
>Create, revise, print and save documents >How to select text >Edit text >Move, copy and paste text >Insert and delete text >Format text >Insert headers and footers >Change margins >Insert page breaks >Check for spelling and grammatical errors >Use AutoCorrect >Find and replace text >Print documents >Work with tables >Insert graphics

MICROSOFT WORD 2007 INTERMEDIATE

Tuesday, November 24, 2009

Program Highlights: >Work with styles >Work with outlines >Use Full Screen Reading view >Create and format sections >Work with columns Format tables >Print Labels and envelopes >Work with templates >Use building blocks >Use document properties >Create diagrams >Work with the drawing tools >Format text graphically >Track changes in a document >Work with comments >Create web pages >Insert hyperlinks

MICROSOFT WORD 2007 ADVANCED

Thursday, December 17, 2009

Program Highlights: >Use mail merge (create form letters, mailing labels and envelopes and data sources) >Work with objects and backgrounds >Create forms >Work with long documents (master documents, tables of contents and figures, indexes, bibliographies, and other references) >Create bookmarks and cross references >Create web frames >Work with XML

LOOKING FOR OTHER TOPICS OR FORMATS?

VISIT www.cftacs.org TODAY!

800.795.5242

CENTER FOR FINANCIAL TRAINING

720 Olive, Suite 440, St. Louis, MO 63101-2300
www.cftacs.org

TO REGISTER: FAX COMPLETED FORM TO 860.823.1410

Program Name	Date
Program Name	Date
Program Name	Date
Name	SSN – last 4 digits
Email Address	
Organization Name	Cost Center
Organization Address	Mail Stop
Organization City, State, Zip	
Phone Number	Fax Number
<input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> CHECK <input type="checkbox"/> BILL MY EMPLOYER	
Card Number	Exp. Date
Cardholder Name	Phone Number
Approving Manager or Cardholder Signature Phone Number <i>By signing this form, I accept responsibility for all monies due to CFT and agree to CFT registration policies on www.cftacs.org</i>	
Billing Contact Name	
Email Address	