



# Microsoft Office 2007



FDLRS is offering an array of classes for those who **currently** have Microsoft Office **2007**. ONLY those who have Office 2007 should enroll on the [Internet Scheduler](#). \*Enrolling in all classes is only advised for advanced users

**Location:** **Bartow Airbase**. Driving Directions-  
<http://www.polk-fl.net/districtinfo/departments/learning/ese/fdlrs.htm#classes>

**Time:** Classes will be held from 8-3.

**Project:** All participants are required to complete a follow up project using 2007 within two weeks of class.

Class Title	Description	Date
<b>Word 2007 Creating Differentiated Documents with Universal Design</b>	Use the new ribbon and learn the shortcut commands to type and edit documents, add clip art, change margins, use autocorrect and much more to create differentiated documents. <ul style="list-style-type: none"> <li>Basic typing and computer knowledge required</li> </ul>	Mon. June 15, 2009 <b>OR</b> Mon. June 22, 2009
<b>Word II 2007</b>	Construct a table to merge with letters and labels. Produce a form with checkboxes and drop down menus that can be completed on the computer and is accessible by all stakeholders. <ul style="list-style-type: none"> <li>Basic typing and word processing knowledge required</li> </ul>	Tues. June 16, 2009
<b>Word Extra 2007</b>	Create a newsletter with borders, clipart, shapes, smart art and the new features in Word 2007. <ul style="list-style-type: none"> <li>Basic typing and computer knowledge required</li> </ul>	Wed. June 17, 2009
<b>Excel 2007</b>	Create a spreadsheet, write formulas, and generate charts. Merge data into letters and labels <ul style="list-style-type: none"> <li>Intermediate computer knowledge required</li> </ul>	Thurs. June 18, 2009 <b>OR</b> Wed June 24,2009
<b>PowerPoint 2007</b>	Produce and edit a slide show with transitions, and custom animations. Add music, sound and quick time movies. <ul style="list-style-type: none"> <li>Intermediate computer knowledge required</li> </ul>	Tues. June 23, 2009
<b>Access 2007</b>	Create a database with a table, queries, forms and reports. Merge data to create letters and labels. Import data from Excel to generate Access options. <ul style="list-style-type: none"> <li>Advance computer knowledge required</li> </ul>	Thurs. June 25, 2009

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the agency at least 48 hours before the meeting by contacting Tracy Hannah @ 647-4258 or Patricia Hunter, Equity Coordinator, @ 863-534-0513. If you are hearing or speech impaired, please contact the agency by calling Florida Relay Service @ 1-800-955-8771

For Employees of Polk County School Board to register for all FDLRS classes you must use the Professional Development System Scheduler found on the Internet. You must first know your SAP ID number located on the top right hand corner of you paycheck. It starts with 0. To register go to <http://pds.polk-fl.net/login.asp>