

# THE BEST CENTER

Business and Employee Skills Training



## Introduction to Microsoft Office 2007 In-A-Day



Whether you currently work with Office 2000 or 2003 now is the perfect time to learn about the changes and challenges that the new Office 2007 offers. In this “In a Day” class you will learn the features that Office 2007 brings to your computer and how to navigate effortlessly between the different software programs. Discover new file types offered within 2007 and converting back and forth will also be discussed.

### SESSION INFORMATION

Monday

August 10, 2009

9:00 a.m. – 4:00 p.m.

Genesee Community College

Medina Campus Center

11470 Maple Ridge Road

(Route 31A)

Medina, NY 14103

REGISTER AT:

**(585) 798-1688**

OR

***medina@genesee.edu***

**SESSIONS  
ONLY \$89**

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