

# Medical Center Chapter IAAP® presents...



## Microsoft Word 2007 Tips & Shortcuts CTREC IT Hilton Academy July 20, 2009



### DINNER MENU

Garden Green Salad  
(Choice of Dressing)



Pecan Crusted Chicken with  
Sweet 100 Tomatoes  
Brown Brussels Sprouts  
Garlic Mashed Potatoes  
Fresh Dinner Rolls & Butter



Coffee / Iced Tea



Salty Caramel Cheese Cake



Registration form adopted from MS Office  
Templates and designed by  
Melinda R. Peña CPS/CAP



In the past, you have authored and formatted content and graphics within documents. Word 2007 with its new features such as user-friendly formatting, design, and authoring tools, improves the process of document creation and distribution. CTREC Hilton will introduce you to the new and enhanced features in Microsoft® Office Word 2007. We will explore the components of the results-oriented interface of the Word environment and customize the interface to suit your needs. We will then demonstrate the tools available in Word 2007 to create documents that look professional and are also visually appealing.

- 5:15 p.m. Networking / Dinner
- 5:30 p.m. Call to Order / Welcome Members & Guests / Business Meeting
- 6:15 p.m. Guest Speaker Presentation & Program
- 7:15 p.m. Meeting Adjourned

Cost: \$25.00 Registration fee includes program, dinner and valet parking  
\$27.00 Late Registration

**Deadline for Reservations or Cancellations: July 15, 2009**

Regardless of payment method, please email or fax this form to:  
Yvonne Jones at [Yvonne.jones@communityhealthchoice.org](mailto:Yvonne.jones@communityhealthchoice.org) or fax to 713-295-7023

**Check one:**     Meat Dinner     Vegetable Dinner

Name: \_\_\_\_\_

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

Office Number: \_\_\_\_\_

Email Address: \_\_\_\_\_     Member     Guest

Please enroll me in automatic monthly registration  
**I will be responsible for payment unless I cancel prior to the deadline date.**

**EZ PayPal Payment:** +\$1 processing fee

**ON-TIME PAYMENT** → [Pay Now](#)

**LATE PAYMENT  
AFTER JULY 15, 2009**  
  
**CLICK HERE**

**NOTE:** For hotel directions [click here](#).  
To go to websites, hold <Ctrl> key before clicking on web links or button