

World Class CAD

Word Processing

Paul Blischak

World Class CAD

Word Processing

Paul Blischak

Table of Contents

Chapter 1. The World Class CAD Training Method

Unit 1

Chapter 2. How to Create a Cover Letter

Chapter 3. How to Create a Single Page Announcement

Chapter 4. How to Create a Resume

Unit 2

Chapter 5. Writing at the College Level

Chapter 6. Writing a Short 500 Word Report

Chapter 7. Creating a Newsletter

Unit 3

Chapter 8. Controlling a Document with Table and Cells

Chapter 8. Writing a Design Document

Chapter 9. Controlling Multiple Files within a MS Word Document

Unit 4

Chapter 10. Web Design with MS Word

Chapter 11. Creating Multiple Documents in MS Word

Chapter 12. Programming VBA in MS Word

World Class CAD

Word Processing

Paul Blischak

Copyright © 2009 World Class CAD
Printed in the United States of America

World Class CAD, the World Class CAD logo, World Class CAD Certification and the World Class CAD Challenge are trademarks.

Word 2007 is a trademark of Microsoft, Inc. Other names or labels utilized in this text or for identification purposes only and are trademarks of their owners.

Current Adobe PDF files of the prefix, each chapter and appendixes are present for your viewing needs at www.worldclasscad.com.

All rights reserved. You may not reproduce any part of this work or use the material in any form or by any means without the written permission of the author. For permission to use material published under the World Class CAD label, contact us at: www.worldclasscad.com

World Class CAD will revise the chapters, appendixes and other support material on the www.worldclasscad.com website from time to time without notice.

For more information about 2D Computer Aided Design (CAD), certification and to see other books in the World Class CAD series, visit our website at www.worldclasscad.com