

# Continuing Education -- Word ver 2007

Session No # 2  
File: CE-Word-2-Extra.doc

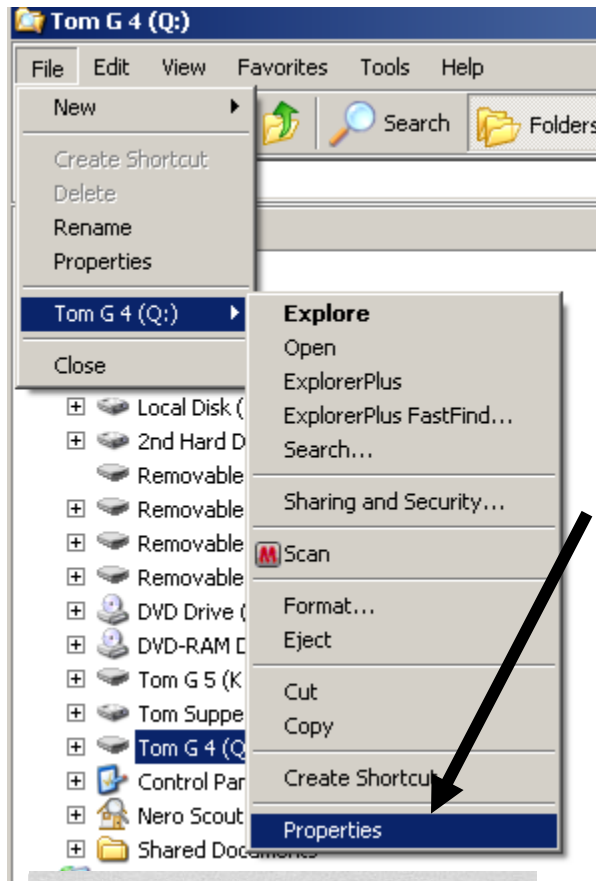
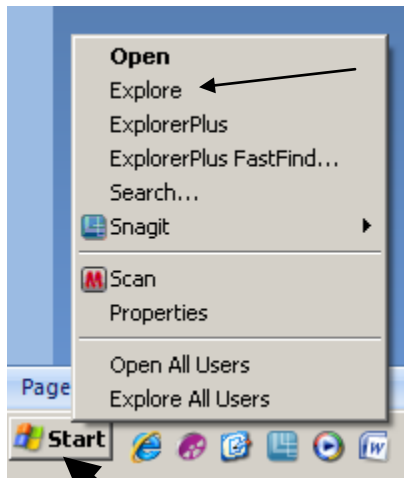
Date: March 16, 2011  
Tom Gerfen, CSIS Professor

Class Notes:

## EXTRA

Add your name to your USB / Flash/ Thumb drive

RMC



**Right** mouse click on START

Explore

File

drive name



## Continuing Education -- Word ver 2007

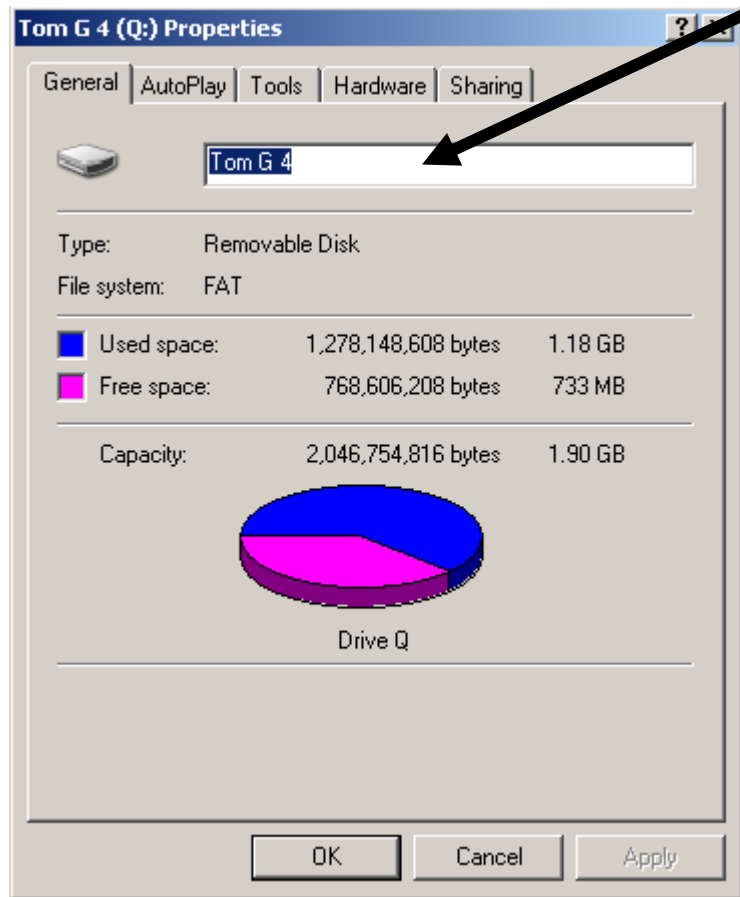
Session No # 2  
File: CE-Word-2-Extra.doc

Date: March 16, 2011  
Tom Gerfen, CSIS Professor

Class Notes:

Properties

Up to 11 characters



Category	Value	Value
Used space:	1,278,148,608 bytes	1.18 GB
Free space:	768,606,208 bytes	733 MB
Capacity:	2,046,754,816 bytes	1.90 GB

Drive Q

OK Cancel Apply

## Continuing Education -- Word ver 2007

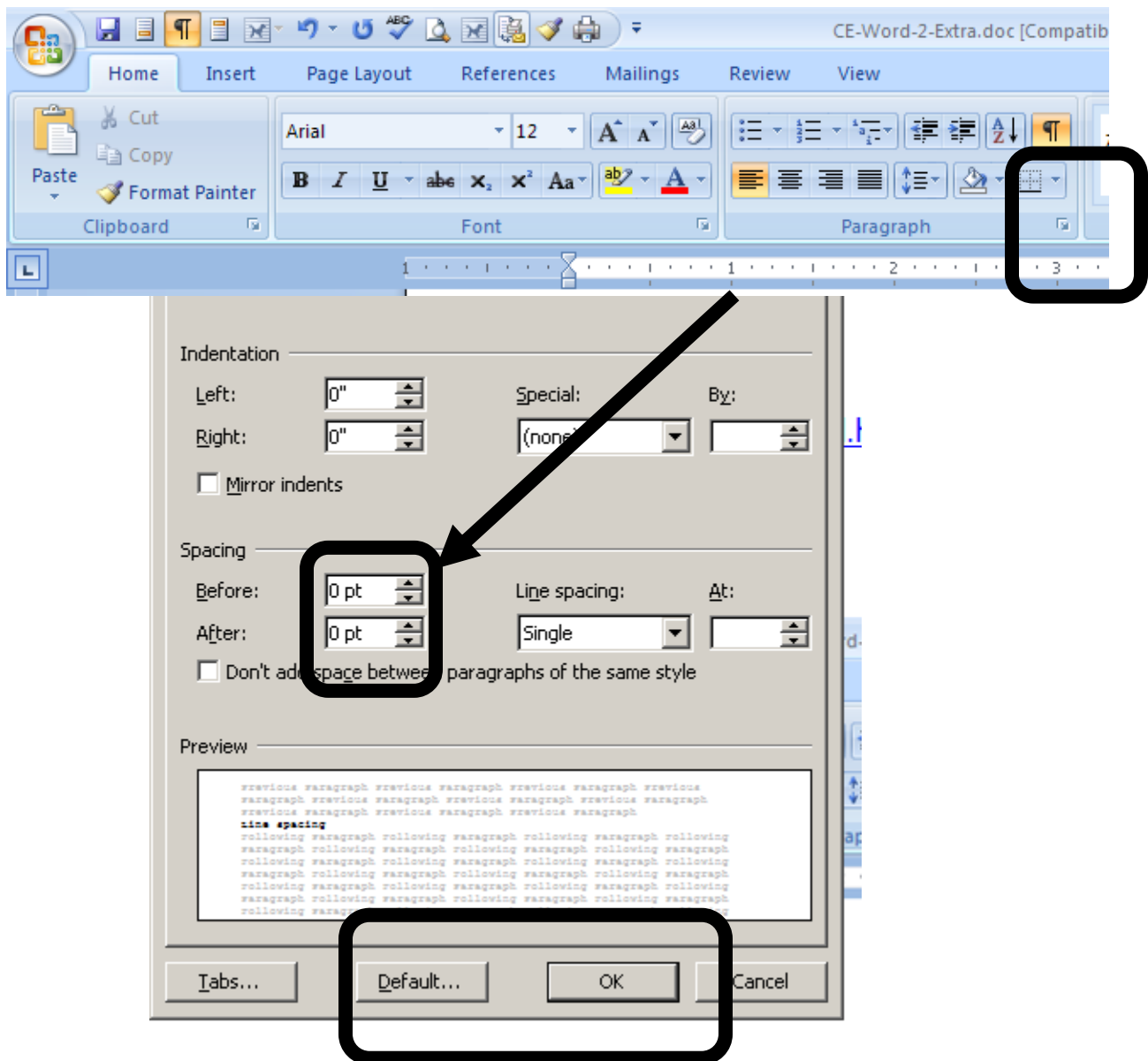
Session No # 2  
File: CE-Word-2-Extra.doc

Date: March 16, 2011  
Tom Gerfen, CSIS Professor

Class Notes:

Class Web site (URL) <http://infotwg.com/Notes-Word-Excel.htm>

Line spacing



## Continuing Education -- Word ver 2007

Session No # 2  
File: CE-Word-2-Extra.doc

Date: March 16, 2011  
Tom Gerfen, CSIS Professor

### Class Notes:

Change and fix the FONT as the default font

