

FOR IMMEDIATE PUBLICATION

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Anderson University Introduces New Online Intermediate Microsoft Word 2007 Course

Anderson, IN -- Anderson University has a program that makes it easy to take high-quality, non-credit online courses. Anderson University has partnered with ed2go to offer hundreds of online, instructor-facilitated courses and is pleased to announce the launch of "Intermediate Microsoft Word 2007."

Microsoft Word 2007 is a powerful and popular program, yet most people use only a fraction of its features. Participants in this new course will learn Microsoft Word's more advanced features, which can save lots of time and set creativity free. They'll discover how to create an index, a list of figures, tables of contents, do desktop publishing, perform a mail merge, use timesaving macros, and more.

This course is part of Anderson University's growing catalog of more than 300 instructor-facilitated online courses. Through well-crafted lessons, expert online instruction, and interaction with fellow students, participants in these courses gain valuable knowledge at their convenience. They have the flexibility to study at their own pace combined with enough structure and support to complete the course. And they can access the classroom 24/7 from anywhere with an Internet connection.

New sessions of each course run every month. They last six weeks, with two new lessons being released weekly (for a total of 12). The courses are entirely Web-based with comprehensive lessons, quizzes, and assignments. A dedicated professional instructor facilitates every course; pacing learners, answering questions, giving feedback, and facilitating discussions.

To learn more, contact Kerrie Aborn at 765-648-2889 (Toll-Free 877-428-2765 Ext. 2889) or by email at pds@anderson.edu. Registration can also be completed online at www.anderson.edu/pds.

Anderson University is a four-year liberal arts institution of approximately 2,800 undergraduate and graduate students. Established in 1917 by the Church of God, the university offers more than 60 undergraduate majors and graduate programs in theology, business and education. The Professional Development Services arm of Anderson University is committed to helping individuals develop skills and knowledge which add value to their work and to our region.

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