



Office and Outlook 2007

User Accounts and Training Options

Training Options

- ✚ Office 2007 Orientation overviews are offered to any site that has been updated to 2007. They are typically held immediately after Office has been updated.
- ✚ The Orientation is usually 1.25 hours and is held after school or can be held during planning periods at a middle or high school.
- ✚ To schedule the Orientation training, contact Cindi Gordon (gordonc2@gcsnc.com).

OR

- ✚ Ten-hour, CEU training is offered for Word 2007, PowerPoint 2007, or Outlook. These classes are held during the summer.
- ✚ The ten-hour classes are scheduled through Professional Development at:

<http://www.solutionwhere.com/guilford/cw/main.asp>

User Accounts

- ✚ Guilford County School's employees have an account created automatically when hired and processed through Human Resources.

Additional Information or questions:

Please contact Cindi Gordon (gordonc2@gcsnc.com)