

Professional Development Documentation

Name of Provider: *East Brunswick Public Library*

Participant's Name: _____

Title of Professional Development Activity: *Introduction to the New Microsoft Office*

Description of Professional Development Activity: *An introduction to the changes in Office 2007 and 2010, including the ribbon and modifying it, the Quick Access Toolbar, the new File tab, including the new Backstage View, the Mini toolbar, and the new file formats. Offered in Microsoft Office 2010.*

Date: _____

Location: *Computer Training Center, East Brunswick Public Library*

Presenter(s)/Facilitator(s): _____

Number of Actual Professional Development Hours: *2.0*

I certify that the above named educator accrued the indicated number of Professional Development hours.
