

Professional Development Documentation

Name of Provider: *East Brunswick Public Library*

Participant's Name: _____

Title of Professional Development Activity: *Microsoft Word IV*

Description of Professional Development Activity: *Students will learn advanced document formatting and editing skills. Content will cover using and creating styles and templates, inserting a table of contents (the easy way once you have employed styles), themes, cross references, reviewing documents and password protection. Offered in 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.



(Signature of Provider/Provider of Record)