

1 INTRODUCTION

1.1 Purpose of the CT Study Instruction Manual

The purpose of this instruction manual is to help you complete original and revised CT studies for your treatment plant using the CT Template.

1.2 What Systems Can Use the New Automated CT Study Template?

The Template is primarily intended for small and medium size treatment plants. The template is designed for treatment plants with no more than 10 disinfection zones, each zone consisting of no more than 10 treatment units. If your plant does not meet these requirements, your CT study will need to be completed manually.

1.3 How Is This Instruction Manual Organized?

Table 1-1 gives a summary of the chapters in this manual and what they cover.

Table 1-1: CT Study Template Guidance Manual Chapters

Chapter	Topics
1	Introduction This chapter describes who is eligible to use the new Template and discusses how to use this guidance manual.
2	CT Studies and the CT Study Approval Letter This chapter details the concepts used in the preparation of a CT Study and the subsequent approval process. A firm understanding of the background presented here is critical to the preparation of an accurate CT Study.
3	Describing Your Treatment Plant This chapter presents the guidelines you will use follow in writing a narrative description and preparing a plant schematic.
4	Describing Your Disinfection Zones This chapter takes you through the steps involved with customizing the Template to accurately reflect the number of disinfection zones and treatment units in your treatment plant. This chapter outlines the information you must enter to characterize your disinfection process.
5	Evaluating Your Disinfection Protocol Chapter 5 describes the Calculator worksheet of the CT Study Template and the information you must provide to determine whether your disinfection process provides adequate disinfection.

Microsoft Word 2007 Instruction Manual

**Sovereignty Education and Defense
Ministry (SEDM)**



Microsoft Word 2007 Instruction Manual:

Word 2007 for Starters: The Missing Manual Chris Grover, 2007-01-25 Fast paced and easy to read this concise book teaches you the basics of Word 2007 so you can start using the program right away Not only will you learn how to work with Word s most useful features to create documents format and edit text share the results and more you ll also discover how to go beyond basic documents to handle graphics create page layouts and use forms and tables The new Word is radically different from previous versions but with this convenient book you can breeze through the new user interface and its timesaving features in no time with Clear explanations Step by step instructions Lots of illustrations Larger type Plenty of friendly advice Word is used primarily for word processing but there s more to this powerful program than meets the eye It also offers a staggering array of advanced features that were once found only in page layout programs and graphics software Many of these features are hidden among Word s cluttered menus and even the pros can t find them all For Word 2007 Microsoft redesigned the user interface completely adding a tabbed toolbar that makes every feature easy to locate Unfortunately Microsoft s documentation is as poor as ever so even if you find the features you need you still may not know what to do with them Word 2007 for Starters The Missing Manual helps you master Word s redesigned user interface and gives you exactly what you need to create unique attractive and effective documents Word 2007 Connie

Morrison, 2007-05-02 If youre familiar with Word but not Word 2007 this is the book for you Word 2007 Beyond the Manual focuses on features of Word 2007 as well as older features that were once less accessible than they are now This book also makes a point to include examples of practical applications for all the new features Written by Connie Morrison a university instructor of Microsoft applications this book will help you grow into a confident Word 2007 user The book assumes familiarity with Word 2003 or earlier versions so you can work effectively with the material here Overall this book cuts to the chase by skipping over basic or obvious features to get you up and running with Word 2007 in the shortest possible time

Microsoft Office Word 2007 a Beginners Guide W. r. Mills, 2010 This book is not intended to be an Everything you will ever need to know about Microsoft Word 2007 although in some cases it might be It is as the name implies a beginner s guide to Word 2007 This book has two purposes First to provide the inexperienced user with a working knowledge of Word 2007 so Word becomes more than just a way to write a letter The second purpose is to explain the new user interface the Ribbon I hope this helps Word 2007 Chris Grover, 2007 Word basics for simple documents Creating longer and more complex documents Sharing documents and collaborating with other people Customizing Word with macros and other tools Word help and beyond Microsoft Word 2007 Nita Hewitt Rutkosky, 2008 ExamView instructor CD ROM contains ExamView player and instruction manual *Microsoft Office Word 2007 Essential Reference for Power Users* Matthew Strawbridge, 2007-06 This extensive reference manual covers the whole of Microsoft Office Word 2007 in exquisite detail every dialog box is illustrated and every command whether or not it is available through the Ribbon is described and fully

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WORD 2007 IN SIMPLE STEPS is a book that helps you to learn WORD 2007 the latest offering from Microsoft Being precise and complete it offers the reader a cutting edge in the field of Microsoft Office With an easy to understand style lots of examples to support the concepts and use of practical approach in presentation are some of the features that make the book not only unique but also provides a sort of limited edition look to the book **Crystal Reports Training Manual**

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The Unofficial Guide to Microsoft Office Word 2007 David J. Clark,2007-02-12 An overview of the latest version of the word processing application describes the new features and capabilities of Word 2007 and furnishes guidance and tips on how to work with data to set up complicated macros integrating graphics and tables and working with collaboration tools

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