



Northwest Iowa  
Community College

603 West Park Street  
Sheldon, Iowa 51201

Phone 712-324-5061 or  
toll free 1-800-352-4907, Ext. 105

**April 12, 2012**

## **NEWS RELEASE**

*May be published  
when received.*

### **Navigation Basics of Building a User-Friendly Microsoft Excel Worksheet Class Offered at Northwest Iowa Community College**

Microsoft Excel software is a powerful program that helps users to create and organize spreadsheets that will save you time, help you communicate better and have a professional look. This "Short and to the Point" session will guide you through the steps of building a user friendly worksheet, both for the reader and the creator. Hands-on instruction will be provided with Microsoft Excel 10 software.

#### **Class information:**

- Tuesday, May 1 from 1:00 pm – 3:00 pm in the Sioux Center Library Computer Lab, Section #30649 **OR** Wednesday, May 2 from 6:00 pm – 8:00 pm at Northwest Iowa Community College in Room 204B, Section #30651
- Cost: \$24
- Instructor: Twyla Vogel

**To preregister: Call Northwest Iowa Community College at 712-324-5061 or 800-352-4907 and ask for Continuing Education.**