



Northwest Iowa
Community College

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NEWS RELEASE

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Northwest Iowa Community College to Offer Microsoft Outlook 2013 Courses

Microsoft Outlook is used for emails and also personal management of information, and is generally part of the Office suite of applications, although it can be purchased separately as a single application. The Level 1 course covers the basic functions and features of Outlook 2013. Email "Netiquette" will be taught as you learn how to read, create, send, and forward e-mail messages. Students will also learn how to organize messages and attachments, manage your Outlook calendar and how to create contacts. This class will meet on Monday, September 29 from 6:00 pm – 9:00 pm in Room 204B at Northwest Iowa Community College (Section #42347) or on Tuesday, September 30 from 1-4 pm in the Sioux Center Library Computer Lab (Section 42348). The cost is \$35.

The Level 2 course will expand on what was learned in the Level 1 Outlook 2013 class. Among the items that will be taught will be setting up and sharing calendar and contact groups, how to use Outlook tasks, rules, an e-mail business card and a standardized signature. This class will meet on Thursday, October 2 from 6:00 pm – 9:00 pm in Room 514H at Northwest Iowa Community College (Section #42350) or on Friday, October 3 from 1-4 pm in the Sioux Center Library Computer Lab (Section 42351). The cost is \$35. Twyla Vogel will be the instructor.

To register, call Northwest Iowa Community College at 712-324-5061 or 800-352-4907 and ask for Continuing Education.