

NEWS RELEASE

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603 West Park Street, Sheldon, Iowa 51201
Phone 712-324-5061 or toll free 1-800-352-4907, Ext. 105

Microsoft Word 2013 Level 2 Course Offered

Microsoft Word 2013 has many advanced features available to the user, so this course will help students learn about the use of tabs and tables in a document, how to create Word Templates, merging documents, using comments, format painter, and how to use/remove the background feature. This class will meet for 1 session on Tuesday, October 20 from 5:30 pm – 9:30 pm at Northwest Iowa Community College in Room 514H, Section #47163. The cost will be \$35. Twyla Vogel will be the instructor. Twyla serves as the Northwest Iowa Community College Continuing Education Business Coordinator and is certified as a Microsoft Office Specialist. She has a Master of Business Administration degree from the University of Sioux Falls. Twyla has many years of experience working with financial businesses and in teaching both basic and customized computer training.

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