

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 Level 1 Course Offered

Northwest Iowa Community College is offering this hands-on course to take the student who has a basic knowledge of the computer to the next level by learning the different tools and features in Microsoft Word 2013. Students will use formatting, inserting, styles, backgrounds, graphics and other features to create business and personal letters and to design a simple flyer and newsletter. Also included will be how to print letters, envelopes and labels and how to include headers, footers, and page numbering.

This class will meet for 2 sessions on Tuesdays, October 6 and 13 from 12:30 pm – 4:30 pm at the Sioux Center Library Computer Lab, Section #47160 **OR** 2 sessions on Thursdays, October 8 and 15 from 5:30 pm – 9:30 pm at Northwest Iowa Community College in Room 514H, Section #47162. The cost will be \$55.

Twyla Vogel will be the instructor. Twyla serves as the Northwest Iowa Community College Continuing Education Business Coordinator. She has a Master of Business Administration degree from the University of Sioux Falls and is certified as a Microsoft Office Specialist. Twyla has many years of experience working with financial businesses and in teaching both basic and customized computer training for area businesses and individuals.

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