



Northwest Iowa  
Community College

603 West Park Street  
Sheldon, Iowa 51201

Phone 712-324-5061 or  
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## **NEWS RELEASE**

*May be published  
when received.*

### **Northwest Iowa Community College to Offer the Course “DISCOVER Microsoft Word 2010”**

Northwest Iowa Community College is offering this 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 2010. Students will use formatting, inserting, styles, backgrounds, graphics and other features to create letters, notes, reports and to design a simple flyer. Students will also build and format tables. File management techniques will also be discussed.

#### **Class information:**

- 3 sessions on Thursdays, October 10 to October 24 from 6:00 pm – 9:00 pm at Northwest Iowa Community College in Room 514H, Section #37511 **OR** 3 sessions on Tuesdays, October 8 to October 22 from 1:00 pm – 4:00 pm at the Sioux Center Library Computer Lab, Section #37510.
- Cost: \$49
- Instructor: Twyla Vogel

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