



Northwest Iowa
Community College

603 West Park Street
Sheldon, Iowa 51201

Phone 712-324-5061 or
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NEWS RELEASE

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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.

Class information:

- 3 sessions on Tuesdays, February 18 to March 4 from 6:00 pm – 9:00 pm at Northwest Iowa Community College in Room 514H, Section #39298 **OR** 3 sessions on Thursdays, February 20 to March 6 from 1:00 pm – 4:00 pm at the Sioux Center Library Computer Lab, Section #39299
- Cost: \$55
- 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.