



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 professional looking letters and to design a simple flyer. File management techniques will also be discussed.

#### **Class information:**

- Mondays, October 8 and 15 from 6:00 pm – 9:00 pm at Northwest Iowa Community College in Room 514H, Section #32838 **OR** Wednesdays, October 10 and 17 from 1:00-4:00 pm at the Sioux Center Library Computer Lab, Section #32839
- Cost: \$39
- Instructor: Twyla Vogel

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