



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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Northwest Iowa Community College to Offer Microsoft Word 2013 Course

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 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. Students will also build and format tables. Also included will be how to print letters, envelopes and labels and how to include headers, footers, and page numbering.

Class information:

- 2 sessions on Tuesdays, October 14 and October 21 from 12:30 – 4:30 pm at the Sioux Center Library Computer Lab, Section #42356 **OR** 2 sessions on Thursdays, October 16 and October 23 from 5:30- 9:30 pm at Northwest Iowa Community College in Room 514H, Section #42357
- 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 register: Call Northwest Iowa Community College at 712-324-5061 or 800-352-4907 and ask for Continuing Education.