



Northwest Iowa
Community College

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NEWS RELEASE

*May be published
when received.*

Northwest Iowa Community College to Offer Microsoft Word 2013 Level 2 Course

Microsoft Word 2013 has many advanced features available to the user, so this course will help students learn about the use of tabs and tables in a document, how to create Word Templates, merging documents, using comments, format painter, and how to use/remove the background feature.

Class information:

- 1 session on Tuesday, March 10 from 5:30- 9:30 pm at Northwest Iowa Community College in Room 514H, Section #43938
OR 1 session on Thursday, March 12 from 12:30- 4:30 pm at the Sioux Center Library Computer Lab, Section #43937
- Cost: \$39
- 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.