



Northwest Iowa  
Community College

603 West Park Street  
Sheldon, Iowa 51201

Phone 712-324-5061 or  
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**October 8, 2014**

## **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, October 28 from 12:30 – 4:30 pm at the Sioux Center Library Computer Lab, Section #42361 **OR** 1 session on Thursday, October 30 from 5:30- 9:30 pm at Northwest Iowa Community College in Room 514H, Section #42362
- Cost: \$35
- 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.**