

NEWS RELEASE

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603 West Park Street, Sheldon, Iowa 51201
Phone 712-324-5061 or toll free 1-800-352-4907, Ext. 105

August 23, 2017

MICROSOFT WORD BEGINNER COURSE OFFERED AT NORTHWEST IOWA COMMUNITY COLLEGE

If you have a basic knowledge of the computer, then you are ready for this next level – Northwest Iowa Community College is offering this hands-on course so you can learn how to use the different tools and features in Microsoft Word. You will use formatting, inserting, styles, backgrounds, graphics and other features to create business and personal letters and to design a simple flyer and newsletter. Also included will be how to print letters, envelopes and labels and how to include headers, footers, and page numbering. This class will meet for 2 sessions on Thursdays, September 14 and 21 from 6:00 – 9:00 pm at Northwest Iowa Community College in Room 514H, Section #56924. The fee will be \$59. Twyla Vogel will be the instructor. 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 and is certified as a Microsoft Office Specialist. 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.