

# 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 31, 2016**

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## **MICROSOFT WORD 2013 INTERMEDIATE COURSE OFFERED AT NORTHWEST IOWA COMMUNITY COLLEGE**

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.

This class will meet for 1 session on Wednesday, September 21 in the Sioux Center Library Computer Lab from 12:30-4:30 pm, Section #52193 **OR** on Thursday, September 22 from 5:30- 9:30 pm at Northwest Iowa Community College in Room 514H, Section #52194. The cost will be \$49. Twyla Vogel will be the instructor.

Twyla serves as the Northwest Iowa Community College Continuing Education Business Coordinator and is certified as a Microsoft Office Specialist. 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.

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