

# NEWS RELEASE

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603 West Park Street, Sheldon, Iowa 51201  
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## **Microsoft Office Courses Offered at Northwest Iowa Community College**

Microsoft Outlook is used for emails and also personal management of information, and is generally part of the Office suite of applications, although it can be purchased separately as a single application. The Level 1 course covers the basic functions and features of Outlook 2013. Email "Netiquette" will be taught as you learn how to read, create, send, and forward e-mail messages. Students will also learn how to organize messages and attachments, manage your Outlook calendar and how to create contacts. This class will meet on Tuesday, February 9 from 6:00 – 9:00 pm in Room 514H at Northwest Iowa Community College (Section #49279) The cost is \$35.

The Level 2 course will expand on what was learned in the Level 1 Outlook 2013 class. Among the items that will be taught will be setting up and sharing calendar and contact groups, how to use Outlook tasks, rules, an e-mail business card and a standardized signature. This class will meet on Thursday, February 11 from 6:00 – 9:00 pm in Room 514H at Northwest Iowa Community College (Section #49310). The cost is \$35. Twyla Vogel will be the instructor.

These two classes are part of the Computer Skills for the Workplace Certificate program. To view all classes in the certificate program, go to [nwicc.edu](http://nwicc.edu) and search for "continuing education tabloid" or call the College and ask for the Continuing Education division.

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