



Northwest Iowa
Community College

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NEWS RELEASE

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Computer Skills for the Workplace Certificate offered at Northwest Iowa Community College

Would you like to move into a new position, but do not have the computer skills required to consider a move? Many businesses prefer that applicants have Microsoft skills in Word, Excel and Powerpoint. Northwest Iowa Community College is now offering this certificate to prepare you for a change. This certificate program **INCLUDES** taking 7 courses: "File Management Skills;" "Discover Microsoft Word 2010;" "Navigation & Formula Basics for Microsoft Excel 2010;" "Amazing Microsoft Mail Merge for Letters, Envelopes, and Labels;" "Fantastic Features of Excel-Formulas, Functions, Filtering, Conditional Formatting & If-Functions;" " More Analyzing Tools in Excel – Charts, Sparklines, Pivot Tables, V-Lookups" and "Realize the POWER of Microsoft Powerpoint." Each course will be offered in both the Sioux Center Library and at NCC. Cost of the certificate program will be \$235, Section #39295.

You may take each course separately or as part of the certificate. The first course, "File Management Skills" will be held on Tuesday, February 11 in Room 514H at Northwest Iowa Community College from 6:00 to 9:00 pm, Section #39296 **OR** Thursday, February 13 in the Sioux Center Library Computer Lab from 1:00 to 4:00pm, Section #39297. Topics that will be covered in this class include: file management techniques, transferring files from your computer to a CD or to a flash drive and vice versa, how to protect your computer and the files stored on it, and how to customize your Internet Explorer home page. Students are welcome to bring their own laptop to class, but computers will be provided for those who are unable to bring their computers. The cost of the individual class will be \$35 and will be taught by Twyla Vogel.

To get more information and/or to preregister: Call Northwest Iowa Community College at 712-324-5061 or 800-352-4907 and ask for Continuing Education.