

# Microsoft

# WORD

**WHEN:**

April 19th & 21st, 2010

**WHERE:**

SBE Training Center

**TIME:**

4:00 PM—7:00PM  
Each Night

**COST:**

SBE Members  
\$95.00

Assoc. & Prof. Members  
\$110.00

Non-Members  
\$125.00

*This is a HANDS-ON course  
with individual workstations  
for each student!!*

**MAX ENROLLMENT OF 13**

**THIS COURSE WILL COVER:**

- Customizing Word
- Formatting an Existing Document
- Formatting Text
- Paragraph Formatting
- Borders & Shading
- Word Tools
- Page Formatting
- Creating a New Document
- Columns
- Clip Art and Word Art
- Basic Tables
- Drawing Objects
- Headers and Footers
- Printing
- Using Help

To register simply fill in this form and *FAX BACK TO 222-1918* or Complete this form and mail along with your check to:  
SBE Training Center ~ 2985 Innsbruck Drive Redding, CA 96003  
If you have any questions please call Cindy at (530) 222-1917

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Method of Payment

Bill my SBE Account       MasterCard

Check Enclosed       Visa

Credit Card # \_\_\_\_\_ Exp. date \_\_\_\_\_

Signature \_\_\_\_\_

Attendees:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**REGISTRATION / CANCELLATION POLICIES**

Non-Members **MUST** pay in advance to reserve their space(s).  
All registration is on a 1st come 1st serve basis until the seminar is full.  
Late cancellation fees will be billed at 50% of the seminar price.

To avoid being billed you must cancel no later than 5 business days prior to training by 5:00PM.

**LATE CANCELLATIONS = NO REFUNDS ~ NO CREDITS ~ NO ROLLING FORWARD ~ NO EXCEPTIONS.**

The SBE Training Center reserves the right to cancel class due to low enrollment.

To be removed from our contact list, please call 222-1917 or e-mail [removeme@shastabe.com](mailto:removeme@shastabe.com)