

Microsoft

WORD

WHEN:

February 14 & 15, 2012

WHERE:

SBE Training Center

TIME:

2:00P—5:00 P
Each Night

COST:

SBE Members
\$95.00

Assoc. & Prof. Members
\$110.00

Non-Members
\$125.00

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

Bring your laptop with MS Word 2007 for **HANDS—ON** learning!!!



*There will not be technical computer support available for troubleshooting personal laptop settings and configurations. There are a limited number of **laptops** available **for rent** on a first come first serve basis for only **\$10**.

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
For questions call (530) 222-1917

Name _____

Company _____

Address _____

Phone _____

Method of Payment

Bill my SBE Account MasterCard

Check Enclosed Visa

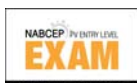
Credit Card # _____ Exp. date _____

Signature _____

Attendees:

Laptop

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>



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 remove@shastabe.com