

# Advance Microsoft

# WORD

**WHEN:**  
June 5 & 6, 2012

**WHERE:**  
SBE Training Center

**TIME:**  
2:00 P—5:00 P

**COST:**  
SBE Members  
\$95.00


Assoc. & Prof. Members  
\$110.00

Non-Members  
\$125.00

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

**THIS COURSE WILL COVER:**

- Mail Merge
- Tables
- Formulas
- Auto Text
- Styles & Themes
- Templates
- Fields
- Basic Macros
- Outlines
- Document Maps
- Graphics
- Object Linking & Embedding
- Formatting Charts

 \*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**.

Name _____	Attendees: _____	Laptop: <input type="checkbox"/>
Company _____	_____	<input type="checkbox"/>
Address _____	_____	<input type="checkbox"/>
Phone _____	_____	<input type="checkbox"/>
Method of Payment		<input type="checkbox"/>
<input type="checkbox"/> Bill my SBE Account	<input type="checkbox"/> MasterCard	
<input type="checkbox"/> Check Enclosed	<input type="checkbox"/> Visa	
Credit Card # _____	Exp. date _____	
Signature _____		



**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.**

To be removed from our contact list, please call 222-1917 or fax remove@shastabe.com