

# Microsoft

# WORD

**WHEN:**

August 7 & 8, 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 is a HANDS-ON course  
with individual computers to  
rent for \$10*

**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

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

Attendees:

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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

Method of Payment

Bill my SBE Account

MasterCard

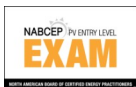
Check Enclosed

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.**

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

**To Be Removed form our contact list please call 222-1917 or e-mail [remove@shastabe.com](mailto:remove@shastabe.com)**