

## Introduction to Word 2007

**Tuesday, March 23, 2010**

**6:00 p.m. – 9:00 p.m., Cost Per Person: \$29**

**CRN: 90806, 0.3 CEUs**

**Neillsville Center, Room 109**

**11 Tiff Avenue, Neillsville, WI 54456**

This course will cover basic features of MS Word 2007; 2007 navigation, text formatting, correction, save, save as, open, close, print, zoom, headers, footers, tabs, indents, scrolling, help, margins, breaks, symbols, spelling, grammar, line breaks, cut, copy, paste, borders, bulleted and numbered lists and tables are topics to be covered.



## Introduction to QuickBooks

**Wednesdays: April 21 & 28, 2010**

**6:30 p.m. – 8:30 p.m., Cost Per Person: \$39**

**CRN: 90792, 0.4 CEUs**

**Neillsville Center, Room 109**

**11 Tiff Avenue, Neillsville, WI 54456**

**Instructor: DeeAnne Peterson Meyer**

This four hour course is designed to provide an introduction to QuickBooks accounting software. Learn to generate professional invoices, stay organized and in control of your business financials.

## Introduction to Excel

**Thursday, May 13, 2010**

**6 p.m. – 9 p.m., Cost Per Person: \$29**

**CRN: 90793, 0.3 CEUs**

**Neillsville Center, Room 109**

**11 Tiff Avenue, Neillsville, WI 54456**

**Instructor: DeeAnne Peterson Meyer**

Using MS Excel 2007, this course will cover entering text and numbers, formatting including borders and text enhancement, autosum, formulas, functions, percentages, absolute cell references, text alignment, headers, footers, printing clipart, displaying formulas, autoformat, help, spelling, and importing data.

## How do I Register?

**Online:** Visit [www.cvtc.edu/pages/1360.asp](http://www.cvtc.edu/pages/1360.asp) to print the corresponding registration form

**Mail:** Chippewa Valley Technical College  
620 W. Clairemont Avenue  
Eau Claire, WI 54701

**Call:** (715) 833-6200  
Toll Free: 1-800-547-CVTC  
*Please have your credit card ready*

**Fax:** (715) 833-6470

## Where do I Park?

Visit our *Campus Information* page of the website for parking details: [www.cvtc.edu/pages/538.asp](http://www.cvtc.edu/pages/538.asp)

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