

TEMPLE COLLEGE



WORD PROCESSING

POFI 1024

Learn how to use the processor to create professional and personal documents. Create, format and edit basic business documents, use spell check, dictionary & thesaurus, insert and edit graphics, learn techniques how to search and replace functions, headers and footers, perform document merges, font options and drop capitals to a document. Format paragraphs, indents, tabs, line spacing and alignment, and add tables, borders, and highlight cells.

Fee: \$ 88 CEU's: 0.8

Tuesdays, September 15 & 22

5:45-9:45pm (2 mtgs.)

OR

Monday & Tuesday, November 9 & 10

1-5pm (2 mtgs.)

OR

Wednesday, November 4 & 11

5:45pm-9:45pm (2 mtgs.)

Easy Ways to Register:

By phone: with your credit card call the Community Education Office at (254) 298-8616 & 298-8625

In Person: Temple College Downtown Center, 101 N. Main St. (corner of Adams & Main St) Monday through Thursday 8AM-5:30PM

By Mail: Mail your check or money order along with a completed registration form to: Community Education, Temple College, 2600 South First Street, Temple, TX 76504-7435

Via Internet: Register at www.templejc.edu

Temple College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin, or veteran status.