



Presents

Everything You Wanted to Know About MS Word (But were afraid to ask)

COURSE DESCRIPTION:

This session is for existing MS –Word users that want to **advance their skills and become much more efficient** with the program. Concepts to be covered include bullets and numbered outlines, tables mail merge, envelopes and custom-size pages, search/replace, paragraph control (tabs, indents, justification of text, line spacing, etc.) text manipulation (move/cut) headers/footers, customizing button bar, inserting special characters overcoming common Word problems, MORE
Students to bring laptop, A/C power supply, and pre-installed software to class. Will use Word 2003 but most functions/operations will apply to all versions of Word after Word 97. Word 2007 will not be covered.

INSTRUCTOR: Larry Aaron, T & M Concepts
WHEN: April 22, 29 and May 6, 12, 2010
WHERE: AGC Training Room – 150 N. Durango Drive, Las Vegas, NV
TIME: 1:00 p.m. – 5:00 p.m.
COST: \$50

REGISTRATION FORM

Advance registration and payment **MUST BE RECEIVED PRIOR TO START OF CLASS TO ATTEND.** Please register and pay by check or credit card no later than **April 18, 2010** At-the-door registrations or payments will not be accepted. Register online at agclasvegas.com or call 796-9986 or fax form to 796-1629. Class is underwritten by the AGC and the Commission on Construction Education.

Company: _____

Address: _____

Name(s) of Attendee(s): _____

Phone: _____ **Fax:** _____ **Authorized by:** _____

Email address (required): _____

Credit Card No: _____ **Exp.** _____
(Visa, Master Card and American Express accepted)

Amount: \$ _____ **check-in-the-mail** (must be received by: April 18th)

AGC Cancellation Policy: Unless AGC received cancellation notice at least 48 hours in advance, participants are responsible for their advance reservations. Due to the advance requirements for scheduling and non-returnable class materials, participants will still be responsible for cost of materials even with 48 hour notice.

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