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For immediate release

Contact: Marsha Thiessen at 419-559-2255

### **Learn Microsoft Office 2007 This Fall at Terra**

The Kern Center of Community and Industrial Development at Terra Community College offers a variety of non-credit classes and seminars for individuals and businesses.

Need to learn more about Microsoft Office 2007. Here's your chance:

- **MS Word 2007 Level I** – 8 a.m. to 4 p.m. Oct. 28 or 6 to 9 p.m. Thursdays for three sessions beginning Dec. 3. Cost: \$109.
- **MS Word 2007 Level II** – 8 a.m. to 4 p.m. Nov. 4. Cost: \$109.
- **MS Word 2007 Level III** – 8 a.m. to 4 p.m. Nov. 18. Cost: \$109.
- **How to Mail Merge with Word 2007 and Excel 2007** – 6 to 9 p.m. Nov. 2. Cost: \$29.
- **MS Excel 2007 Level I** – 8 a.m. to 4 p.m. Oct. 8 or 6 to 9 p.m. Wednesdays for three sessions beginning Dec. 2. Cost: \$109.
- **MS Excel 2007 Level II** – 8 a.m. to 4 p.m. Oct. 15. Cost: \$109.
- **MS Excel 2007 Level III** – 8 a.m. to 4 p.m. Oct. 22. Cost: \$109.
- **MS Excel 2007 Level IV** – 8 a.m. to 4 p.m. Oct. 29. Cost: \$109.
- **MS Access 2007 Level I** – 8 a.m. to 4:30 p.m. Nov. 10. Cost: \$139.
- **MS Access 2007 Level II** – 8 a.m. to 4:30 p.m. Nov. 17. Cost: \$139.
- **MS Access 2007 Level III** – 8 a.m. to 4:30 p.m. Nov. 24. Cost: \$139.
- **MS PowerPoint 2007 Level I** – 8 a.m. to 4 p.m. Sept. 25. Cost: \$109.
- **MS PowerPoint 2007 Level II** – 8 a.m. to 4 p.m. Oct. 2. Cost: \$109.

To register or for more information, call Marsha at 419-559-2255.