

A NORTHERN MICHIGAN PUBLIC SERVICE ACADEMY PROGRAM

MS Word 2007
MS Word 2010

Schedule

Check-In	9:15am – 9:30am
MS Word 2007	9:30am – 12:30pm
Lunch on your own	12:30pm – 1:30pm
MS Word 2010	1:30pm – 4:30pm

Program Description

MS Word 2007 & 2010

The main objective of the “Word 2007” and “Word 2010” sessions are to give participants a starting point to access all the power of Word. Word has changed in look, feel, and delivery. Both sessions focus on showing you the highlights to using the product in a productive, every-day manner. We will develop examples, work on editing issues, and learn ways to “tweak” the program. This will be a hands-on session with each participant working on a computer and guided by the instructor. There is much to learn and gain in both sessions.

Presenter

Brian Maki has owned and operated **Maki Consulting** of Marquette for the past 19 years. He has extensive teaching experience through the Northern Michigan University Staff Development Series, Marquette Area Public Schools Adult Education program and through private training with local area business groups. Brian has taught over 40 different computer courses on a variety of topics. Combined with his technical and software knowledge, Brian is a professional and entertaining speaker about the new insights into technology. He holds a Bachelor of Science Degree from NMU and has taught other Northern Michigan Public Service Academy programs over the past few years.

Contact Information

Kathy Herrala, NMP SA Coordinator	Phone: 906-228-0448
PO Box 87	Fax: 906-228-0493
Marquette, MI 49855	Email: nmpsa@mqctcy.org
	Website: www.nmpsa.org

Materials and Registration Fees

Members and Associate Members: \$15 per person when registered by **February 14, 2012**. Non-members: \$60 per person when registered by **February 14, 2012**. After February 14, 2012, add \$10 to each seminar fee. The fee includes instruction, handouts, and lunch.

Registration Policies

Early registration is advised as space is limited to 16 for each session. We will notify registrants if circumstances require us to reschedule or cancel a course. *Reservation confirmations are not sent.* Registrations made by telephone, mail, e-mail, or FAX, will be considered a commitment to attend. **Any one who registers, but does not attend, will be responsible for the seminar fee.** NMP SA adheres to the registration policies as set forth by the MML. These policies can be reviewed at www.mml.org/events/training/registration_policies.htm

Cancellations

Refunds will be made *ONLY* if NMP SA is notified of cancellation by **February 17, 2012**. If you find that you cannot attend, you may transfer your registration to another person who has not registered. This may be done by phone, fax, or email.

Location

Peter White Public Library
217 N Front Street
Marquette, MI 49855

MS Word 2007 / MS Word 2010 - Tuesday, February 21, 2012

Members - \$15 per person when registered by **February 14, 2012**. Non-members \$60 per person when registered by **February 14, 2012**. After **February 14, 2012**, add \$10 per person to the registration fee.

Name of Municipality or Firm: _____

Name _____

Title: _____

Street Address: _____

City: _____

Zip _____

Daytime Phone: _____

FAX #: _____

Email: _____

To Register: Mail this form to NMP SA, PO Box 87, Marquette, MI 49855. Please include a check payable to NMP SA with mail-in registrations. Form may be sent by e-mail (nmpsa@mqctcy.org) or fax (228-0437). **Please use only one form per registrant.** Form may be copied.

Office Use Only: Check # _____ Amount _____ Date _____