

## **Notes for Workshop Sponsors Regarding Duplication of Workshop Materials**

**Workshop Title:** Microsoft Word : Advanced  
**Workshop Format:** Lecture, demonstration, and hands-on exercises  
**Prerequisites:** Microsoft Word : An Introduction and Microsoft Word : Intermediate

### **Include in confirmation letters:**

This workshop is designed for people who have attended the basic and intermediate sessions or who have learned basic and intermediate Word skills through another means. The instructor assumes knowledge of basic and intermediate editing and formatting at the level presented in the two previous classes.

### **Preparation necessary before each class:**

This workshop requires a computer lab with projection capabilities for the instructor's workstation. The instructor and the students will need access to Microsoft Word. The instructor will bring a diskette for each workstation.

### **Notice of permission to copy materials:**

Dreama K. Deskins grants permission to copy these materials for the workshop participants registered to attend the contracted workshop(s). Upon completion of the workshop, you may discard the master or return it to Dreama K. Deskins at the address listed below.

### **Instructions for duplication of workshop materials:**

Copy (black and white or color, single-side or double-side) on white paper and staple.



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