

Notes for Workshop Sponsors Regarding Duplication of Workshop Materials

Workshop Title: Microsoft Word : Desktop Publishing
Workshop Format: Lecture, demonstration, and hands-on exercises
Prerequisites: None

Include in confirmation letters:

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

Preparation necessary before each class:

The instructor will bring a diskette for each workstation. The students will need to access several files in order to complete the exercises.

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, the master may be discarded or returned to Dreama K. Deskins at the address listed below.

Instructions for duplication of workshop materials:

Double-side on white paper and staple.



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